## Approval Process for New Concentrations or Minors

### Proposal Development
- **Proposal**
  - Department collaborates to complete proposal. Template at https://www.andrews.edu/services/effectiveness/approvals/

- **Consultation**
  - SDE: DLTC-online delivery; Off-Campus Programs- location approvals

- **Curriculum Committee**
  - Obtain approval of courses and curriculum from school’s curriculum committee (APCC/Faculty/PDC)

### Proposal Approvals (October of year before)
- Submit to PDRC Chair in September
- Graduate/Undergraduate Council approval in October

### Operationalize
- **Marketing**
  - Program director meets with Graduate Enrollment or Undergraduate Enrollment & IMC to develop marketing and recruitment plan

- **Academic Records**
  - Send copy of full proposal/MOU and voted minutes for Academic Records to set up new programs and locations in database

Program proposal forms available at: [https://www.andrews.edu/services/effectiveness/approvals/](https://www.andrews.edu/services/effectiveness/approvals/)