

Andrews University
Approval Process for New Concentrations or Minors

Proposal Development	Proposal	<ul style="list-style-type: none"> •Department collaborates to complete proposal. Template at https://www.andrews.edu/services/effectiveness/approvals/
	Consultation	<ul style="list-style-type: none"> •SDE: DLTC-online delivery; Off-Campus Programs- location approvals
	Curriculum Committee	<ul style="list-style-type: none"> •Obtain approval of courses and curriculum from school's curriculum committee (APCC/Faculty/PDC)
Proposal Approvals (October of year before)		<ul style="list-style-type: none"> •Submit to PDRC Chair in September •Graduate/Undergraduate Council approval in October

Operationalize

Marketing	<ul style="list-style-type: none"> •Program director meets with Graduate Enrollment or Undergraduate Enrollment & IMC to develop marketing and recruitment plan
Academic Records	<ul style="list-style-type: none"> •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/>