

Andrews University New Academic Program Approval Process

Idea Generation (1 1/2 - 2 years prior)		<ul style="list-style-type: none"> •Academic units, stakeholders, or Institutional strategic planning •Inquiries from possible partners - School of Distance Education •Discuss with Dean(s) for go-ahead •Develop proposal in Curriculog
Pre-Proposal Development	Stakeholder Meetings	<ul style="list-style-type: none"> •Department coordinates with Dean's office to identify stakeholders •Determine mission, mission alignment, vision and program goals
	Market	<ul style="list-style-type: none"> •Market analysis in consultation with market analyst (IMC) •Real-time market demand; existing, similar programs
	Finance	<ul style="list-style-type: none"> •Pro-forma budget creation
	Location	<ul style="list-style-type: none"> •Location inspection and preliminary discussions with church organization if off-campus
Pre-proposal Approval (April of year before)		<ul style="list-style-type: none"> •Deans Council decides based on University strategic plan, number of degree programs, enrollment trends, & viability, in consultation with Finance Office
Proposal Development	Full Proposal	<ul style="list-style-type: none"> •Department completes full proposal. Template at https://www.andrews.edu/services/effectiveness/approvals/
	Consultations	<ul style="list-style-type: none"> •With AU Core Experience, Assessment, Accreditation, Registrar, Student Financial Services •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 --> Graduate/Undergraduate Council •Provost and CFO/Financial Management Committee •Final approval by Board, HLC, and AAA
Compliance		<ul style="list-style-type: none"> •Final arrangements for distance programs - DLTC •Finalize MOU and location - Off-Campus Programs Committee •Final approval of locations by government, HLC, ATS

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
Student Financial Services	<ul style="list-style-type: none"> •Program director meets with Student Financial Services director to ensure students can secure financial aid

Program proposal forms available in Curriculog at <https://andrews.curriculog.com/>

**Andrews University
New Academic Degrees & Majors Approval Process**

