Andrews University
New Academic Program Approval Process

Idea Generation
(1 1/2 - 2 years prior to start)

- Academic units or stakeholders
- Institutional strategic planning
- Collaboration with possible partners
- Discuss with college Dean for go-ahead with exploration

Pre-Proposal Development

Stakeholder Meetings
- Coordinate with Dean's office to identify stakeholders
- Determine mission, mission alignment, vision and program goals
- Begin Curriculog proposal: https://andrews.curriculog.com/

Market
- Benchmark simlar programs: https://nces.ed.gov/collegenavigator/
- Determine market demand: https://www.bls.gov/ooh/
- Consult market analyst: https://www.andrews.edu/services/uc/working-with-us/start.html

Finance
- Create pro-forma budget

Location
- Location inspection and preliminary discussions with church organization if off-campus

Pre-proposal Review
(Spring, year prior to start)
- Provost's Office & Financial Administration review Curriculog proposal Part 1 based on University strategic plan, number of degree programs, enrollment trend, capacity and viability

Proposal Development

Full Proposal
- Complete Part 2 of proposal: https://andrews.curriculog.com/
- Finalize program budget

Consultations
- Consult with AU Core Experience, Assessment, Accreditation, Registrar, Student Financial Services
- DLTC for online delivery; Compliance Officer for location approvals

Curriculum Committee
- Obtain approval of courses and curriculum from college curriculum committee (APCC/Faculty/PDC) in August

Proposal Approvals
(Fall, year prior to start)
- PDRC in September ---> Graduate/Undergrad Council in October
- Provost and Financial Administration
- Final approval by Board in October

Compliance
- Final arrangements for distance programs - DLTC
- Finalize MOU and location - Off-Campus Programs Committee
- Final approval by government, accreditation, AAA

Operationalize

Marketing
- Program director meets with Marketing & Enrollment Management to develop marketing and recruitment plan

System
- Academic Records finalizes bulletin for publication, effective in fall
  - sets up new programs and locations in database
  - updates courses in Acalog & Banner for course schedule
  - scibes new program & requirements in Degree Works
- Departments review Degree Works to ensure accuracy
- Enrollment sets up program in Recruit
- SFS determines program budget for financial aid

Reporting
- SFS reports to Depts. of Education, Defense & Veteran's Affairs
- International Student Office reports new programs to SEVIS
- Accreditation Liaison Officer reports to HLC

June 7, 2022

Andrews University
New Academic Degrees & Majors Approval Process

Idea Generation

| Academic Department & Stakeholders Dean agrees to explore ideas | Institutional Strategic Planning & Ongoing Environmental Scans | Inquiry to School of Distance Education |

Pre-Proposal (Part 1) Development in Curriculog

Department faculty and other stakeholders
(Mission Alignment, Market Research,
Preliminary Financial Plan, Location Inspection)

Provost's Office and Financial Administration Review

Stop ← **No**

Yes

Develop Full Proposal (Part 2)

Department faculty & other stakeholders
Consultations with AU Core Experience, Assessment,
Accreditation, Registrar, Student Financial Services,
Sch.Distance Ed (DLTC, develop MOU, seek government approvals)

School/College Curriculum Committee approval of courses & curriculum

Stop ← **No**

Yes

PDRC-->GR/UG Council

Curriculum

Rigor

Assessment

Accreditation

Stop ← No

Administration

Provost
CFO,
Financial Admin.

FMC if needed

Administrative &
Financial approvals

Compliance

DLTC

Compliance
Officer

Final contract and
location approval

Board, HLC, AAA

Operationalize

Program Development, Decisions, & Timeline

Fall

Spring

Summer

Fall

Spring