

ADOPTION PROCEDURE FOR NEW UNDERGRADUATE PROGRAMS

- A. New undergraduate programs originate in departments or schools.
 - a. Usually the result of Program Review work.
 - b. Supported by external sources.
 - i. Data from other institutions.
 - ii. Reviewers from other institutions.
 - iii. Professional organizations.

- B. Proposal is forwarded for review and approval to the appropriate College Dean.
 - a. Review the impact on staffing requirements
 - b. Review the impact on facility needs

- C. If step B raises financial implications the proposal is forwarded for review and approval to the President's Cabinet.

- D. Proposal is forwarded for review and approval to the Academic Policies Committee
 - a. Review the impact on the sponsoring department.
 - b. Review the impact on related departments.
 - c. Review the impact on other institution resources
 - i. Library requirements
 - ii. Information Technology requirements
 - d. Review quality issues.

- E. Proposal is forwarded for review and approval to the PLNU faculty.
 - a. Open discussion of the proposal.
 - b. Up or down vote.

Note: At any step B, C, D, or E the proposal may be referred back to the department for revision. The program proposal must be approved at each stage.