

PCCAP Submission and Review Process Guide for New Programs and New Degree Types

Phase I
BEGIN

PROPOSAL CONCEPT

Step I

SUBMISSION

Faculty / Staff / Administrator Submits proposal concept form

The webform is adaptive based on responses to the pre-screener questions and will guide the submitter in providing the appropriate information

Step II
ETA: 2-3
days

INITIAL SOFT REVIEW

OAPRAA reviews for completeness and appropriateness of proposal concept form

*If no missing content observed, proposal concept moves to Step III.
If content missing, OAPRAA will work with submitter to update the proposal concept prior to Step III.*

Step III
ETA: 2
weeks

HOME SCHOOL DEAN'S REVIEW

The Dean of the Home College/School reviews proposal concept for internal approval

*If approved, proposal concept moves to Step IV.
If flagged for revisions, proposal concept is sent back to OAPRAA to facilitate edits and resubmission with the submitter.
If denied, notification is sent to submitter and proposal concept ends.*

Step IV
ETA: 1
week

OAPRAA FIRST REVIEW

OAPRAA will review proposal concept for substantive change considerations

This is not a "voting" step; rather, an administrative step to determine whether a substantive change action will be needed.

Step V
ETA: 2-3
weeks

PCCAP COMMITTEE REVIEW

The PCCAP committee will review proposal concept for appropriateness and viability

*If PCCAP committee approves, proposal concept moves to step VI and submitter is notified of progress.
If PCCAP committee denies, proposal concept returns to OAPRAA to facilitate edits/resubmission with the submitter, as appropriate.*

Step VI
ETA: 3
weeks

VU ACADEMIC DEANS REVIEW

All VU Academic Deans will engage in a review of proposal concept

Feedback provided by the academic deans will be tabulated in the review form, and proposal concept moves to Step VII.

Step VII
ETA: 3-5
days

OAPRAA FINAL REVIEW

OAPRAA will review the academic deans' feedback and take appropriate action, verify status for substantive change, and process outcome for proposal concept

*If no major edits or concerns noted in Steps V & VI, OAPRAA will notify submitter that their proposal concept has been approved.
If edits are required by all deans review, OAPRAA will notify submitter that the proposal concept needs revisions for approval.*

Phase I
END

FINAL ACTION: NEW PROGRAMS & Degree Types Provided approval in Step VII, next step is...

*Submitter notified and directed to the New Program **FULL PROPOSAL** Form
(Phase II below).**

FINAL ACTION: CHANGE(S) TO EXISTING PROGRAM Provided approval in Step VII, next step is...

*Submitter notified with guidance on appropriate next steps.**

FINAL ACTION: TERMINATION OF EXISTING PROGRAM Provided approval in Step VII, next step is...

Submitter notified with guidance on appropriate next steps.
NOTE: Final approval from the appropriate Provost-designee will be required before termination action may begin.*

**NOTE: If the proposed action/change requires substantive change action, OAPRAA will include specific details in communication to submitter. It is important to note that substantive change actions may take upwards of six (6) months, and OAPRAA will strive to provide as clear of a timeline as possible.*

Phase II
BEGIN

FULL PROPOSAL

SUBMISSION

Faculty / Staff / Administrator Submits PCCAP Form

The full proposal form is for new programs & degree types ONLY (see information on approval of minors and other sub-specialties on website). A link to the form will be shared with the submitter of a successful Proposal Concept.

Step I

INITIAL SOFT REVIEW

OAPRAA reviews for completeness and appropriateness of form submission.

If no missing content observed, proposal concept moves to Step III.

If content is missing, OAPRAA will work with submitter to update proposal concept prior to Step III.

Step II
ETA: 2-3
days

Route 1: New Programs

Route 2: New Degree Types

HOME SCHOOL DEAN’S REVIEW

The Dean of the Home College/School reviews for internal approval

If approved, full proposal moves to Step IV.

If flagged for revisions, full proposal is sent back to OAPRAA to facilitate edits and resubmission with the submitter.

If denied, notification is sent to submitter and full proposal ends.

Step III
ETA: 2
weeks

COLLEGE/SCHOOL CURRICULUM COMMITTEE REVIEW

The appropriate curriculum committee will engage in a review of the full proposal, which includes details from the proposal concept

If approved, full proposal moves to Step V.

If flagged for revisions, full proposal is sent back to OAPRAA to facilitate edits and resubmission with the submitter.

If denied, notification is sent to submitter and full proposal ends.

Step IV
ETA: 2-3
weeks

OAPRAA FINAL REVIEW

OAPRAA will review all feedback, verify status for substantive change, and finalize full proposal for Step VI

If no major edits or concerns, OAPRAA will notify submitter of progress and full proposal moves to Step VI.

If edits are necessary, OAPRAA will notify submitter that the full proposal needs revisions for approval.

Step V
ETA: 3-6
weeks

FACULTY SENATE / GRADUATE SCHOOL REVIEW

The APS committee and Graduate School (for MS, MA, MFA, and PhD programs) will review Full Proposal

If approved by APS, full proposal is reviewed by full faculty senate, then moves to Step VI. Submitter is notified of progress.

If edits are necessary, full proposal returns to OAPRAA to facilitate edits/resubmission with the submitter, as appropriate.

PROVOSTIAL REVIEW

The Provost will review entire proposal (proposal concept and full proposal, along with commentary from each step in the review process)

If approved, full proposal moves to Step VII.

If edits are necessary, full proposal is sent back to OAPRAA to facilitate edits with the submitter.

If denied, notification is sent to submitter and full proposal ends.

Step VI
ETA: 3-4
weeks

FULL PROPOSAL MOVES DIRECTLY TO STEP VIII (no delay)

CHANCELLOR and BOARD OF TRUST REVIEW

Chancellor and BOT will engage in a review of entire proposal (proposal concept and full proposal, along with any commentary)

If approved, full proposal moves to Step VIII.

If edits are necessary, OAPRAA will notify submitter that full proposal needs revision.

If BOT does not approve of proposal, OAPRAA will notify the submitter and include appropriate feedback.

Step VII
ETA: 2-3
months

FINAL ACTION

Provided approval in Step VII, next step is...

*URO, Dean, and Submitter are notified of approval and actions towards implementation may begin.**

**NOTE: If the new program requires substantive change action, OAPRAA will include specific details in communication to submitter.*

It is important to note that substantive change actions may take upwards of six (6) months, and OAPRAA will strive to provide as clear of a timeline as possible.

Step VIII