

Process for New Programs (other than Certificates)

A department/college requests consideration of a new program (usually through submitting a Pre-Letter of Intent as described at <http://apfd.louisiana.edu/content/academics/new-program-development>. Academic Affairs, with appropriate input (Grad School, for example), determines whether or not the department should prepare a formal Letter of Intent.

Letter of Intent for New Program or Center. Go to <http://regents.louisiana.gov/academic-affairs/policies-and-procedures/academic-affairs-policy-204/>

Submitted to Dr. Karla Hughes, Provost of the UL System

System staff will make recommendation and put on agenda for UL System Academic and Student Affairs Committee

Board of Supervisors will consider. Dr. Hughes makes the presentation before the Academic and Student Affairs Committee/Board. In the past, we have sent a representative to the System meeting but never had to answer questions.

Generally, the LOI will not make it to the floor if staff does not feel confident it will be approved. If approved, the System sends the LOI to Dr. Karen Denby and Dr. Jeannine Kahn at the BOR.

Dr. Jeannine Kahn circulates the LOI to the Chief Academic Officers (or their reps) at each campus. The University contact usually sends the LOI to the departments impacted by the possible new program. The University has 30 days to respond. Dr. Jeannine Kahn then works with the submitting campus to respond to any challenges.

Regents staff (Karen Denby or Jeannine Kahn) will make recommendation. If possible, the LOI will be put on agenda for Academic and Student Affairs Committee/BOR meeting

Jeannine Kahn or Karen Denby will make the presentation; we generally don't need to make a statement. If the LOI is approved, the University proceeds to the next step.

UL Lafayette develops the Full Proposal as described at <http://regents.louisiana.gov/academic-affairs/policies-and-procedures/academic-affairs-policy-205/>

Full Proposal for Program or Center is submitted simultaneously to Dr. Karla Hughes, Provost of the UL System, and Dr. Jeannine Kahn, Associate Provost of the Board of Regents

For a Master's degree or a Doctoral program, there must be an external review. Therefore, when the Full Proposal is submitted the University also submits the names of three potential external reviewers.

Dr. Jeannine Kahn at the Board of Regents contacts the external reviewer and makes all of the arrangements for the review. UL Lafayette is responsible for paying for the review. The Guidelines for Academic Program Evaluation are found at <http://regents.louisiana.gov/academic-affairs/policies-and-procedures/academic-affairs-policy-205/>

The consultant submits the review to all parties.

The University writes a response to the review AND integrates any new information into the Full Proposal.

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The University submits the revised Full Proposal to Dr. Karla Hughes, Provost of the UL System, for consideration. If staff approves, the Full Proposal will be put on the UL System Agenda.

Dr. Hughes make the presentation before the Academic and Student Affairs Committee/Board. We send a representative to the System meeting but rarely a have to answer questions

If the UL System Board approves, the Full Proposal is forwarded to the Board of Regents staff.

Regents' staff works with campus to clear all issues and makes a recommendation to the BOR regarding the full proposal

Academic and Student Affairs Committee of the BOR consider the proposal. Dr. Jeannine Kahn or Dr. Karen Denby make the presentation; University rep there to answer questions.

If Regents approve, campus moves on with all necessary notifications.

Notify Sam Bullard to request a Major Code.

Notify Admissions or the Graduate School so that the admissions application can be updated.

We can not admit students until we make the proper SACS notification and receive their approval.

Once Regents approve, we can advertise but must always indicate that the program is pending SACS approval

Process for New Certificates Programs (Except College of Education)

A department/college requests consideration of a new certificate program (usually through submitting a Pre-Letter of Intent as described at <http://apfd.louisiana.edu/content/academics/new-program-development>. Academic Affairs, with appropriate input (Grad School, for example), determines whether or not the department should prepare a formal Full Proposal. No LOI is required.

Full Proposal for New Program. Go to <http://regents.louisiana.gov/academic-affairs/policies-and-procedures/academic-affairs-policy-205/>

Submitted to Dr. Karla Hughes, Provost of the UL System



System staff will make recommendation and put on agenda for UL System Academic and Student Affairs Committee

Board of Supervisors will consider. Dr. Hughes make the presentation before the Academic and Student Affairs Committee/Board. In the past, we have sent a representative to the System meeting but never had to answer questions.

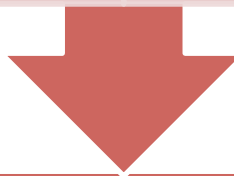
Generally, the Full Proposal will not make it to the floor if staff does not feel confident it will be approved. If approved, the System sends the Proposal to Dr. Karen Denby and Dr. Jeannine Kahn at the BOR.



Regents staff (Karen Denby or Jeannine Kahn) will make recommendation. The Full Proposal will be put on agenda for Academic and Student Affairs Committee/BOR meeting

Jeannine Kahn or Karen Denby will make the presentation; we generally don't need to make a statement.

The Board of Regents approves the Certificate.



Notify Sam Bullard to request a Major Code.

Notify Admissions or the Graduate School so that the admissions application can be updated.

We can not admit students until we make the proper SACS notification and receive their approval

Once Regents approve, we can advertise but must always indicate that the program is pending SACS

Process for New Education Certificates

A department/college requests consideration of a new certificate program (usually through submitting a Pre-Letter of Intent as described at <http://apfd.louisiana.edu/content/academics/new-program-development>. Academic Affairs, with appropriate input (Grad School, for example), determines whether or not the department should prepare a formal Full Proposal.



If approved, the department/college submits the required form to Jeanne Burns at the Board of Regents.



Once approved, notify Sam Bullard to generate a major code.



Notify Admissions or the Graduate School so that the admissions application can be updated



We can not admit students until we make the proper SACS notification and receive their approval



Once Regents approve, we can advertise but must always indicate that the program is pending SACS