

## **Chapter 2**

### **Academic Degree Programs**

#### **The University of Maine Fifteen-Stage Process for Approval of New Academic Degree Programs**

##### ***Intent to Plan Stage***

###### **Stage 1**

The college or unit in which the proposed academic degree program will be housed deliberates upon it according to procedures approved by that college or unit.

###### **Stage 2**

The sponsoring college or unit files the Intent to Plan (ITP) for review by the Undergraduate Program and Curriculum Committee (UPCC) for undergraduate degree programs or the Graduate Board (GB) for graduate degree programs as well as the Faculty Senate.

###### **Stage 3**

The Provost reviews the recommendations of the UPCC or GB and the Faculty Senate and forwards the ITP to the Provost Council for their review. Depending on the outcome of these reviews, the Provost either recommends the ITP to the President or returns it to the originating unit.

###### **Stage 4**

If the President approves the ITP, the Provost forwards it to the office of the Vice Chancellor for Academic Affairs.

###### **Stage 5**

The Vice Chancellor's Office sends the ITP to the System Chief Academic Officers (CAO) for action. They may accept it, reject it, or return it for modification.

###### **Stage 6**

The Provost will receive notification from the Vice Chancellor's Office regarding acceptance of the ITP and the progress report deadline. The Provost's office will send the notification to the Dean and Associate Provost for Graduate studies or the Associate Dean for Undergraduate studies, the appropriate College Dean and the individual sponsor of the ITP. This action will initiate preparation of a full program proposal by the originating unit.

## ***Full Program Proposal Stage***

### Stage 7

The sponsoring college or unit completes the proposal, along with a separate page that lists at least three potential external reviewers (name, address, telephone number, and email address). If new resources are required, the sponsoring college secures a fiscal note from the Office of the Vice President for Administration and Finance.

### Stage 8

The sponsoring college or unit files the proposal with the Provost's Office for review by the UPCC for undergraduate degree programs or the GB for graduate degree programs as well as the Faculty Senate.

### Stage 9

The Provost reviews the comments of the UPCC or GB and the Faculty Senate and forwards it to the Provost's Council for their review and recommendation. Depending on the outcome of these reviews, the Provost will either return it to the originating unit or recommend to the President.

### Stage 10

The President either returns the proposal to the Provost for further consideration or submits it for review and comment by the University of Maine Board of Visitors (BOV) Academic/Student Affairs Committee.

### Stage 11

The President considers the recommendations of the Board of Visitors and either returns the proposal for modifications (or withdrawal) or submits the proposal to the Chancellor's office for review by external evaluators.

### Stage 12

The Chancellor's Office submits the proposal to external evaluators for review.

### Stage 13

The Vice Chancellor for Academic Affairs forwards the reviews by the outside evaluators to the University of Maine for comment.

### Stage 14

The sponsoring unit, on behalf of the University of Maine, responds to the external reviewers.

### Stage 15

The University of Maine System Board of Trustees acts on the proposal. Notification of their action is then sent to the University of Maine. Copies of the notification are

then sent to the sponsor, appropriate college dean, and appropriate associate provost.