

Timeline and Overview of New Degree Authorization Process

Potential Programs List

- Notification and initial consultation with the Vice Provost of Academic Program Quality; a list of potential new degree programs will also be collected from college deans in April and November of every year
- Earliest program start date: 2 to 3+ years

Pre-proposal Development

- Obtain pre-proposal approval and signature of department chair or school director, the college dean, and the dean of undergraduate or graduate studies
- Pre-proposal due to academic affairs: no later than October 1 (Fall CAVP review) or January 15 (Spring CAVP review)

Council of Academic Vice Presidents (CAVP) Review

- Pre-proposals returned with **comments** from the CAVP workgroup are returned to the college/department for further review.
- Pre-proposals returned with **no comments** from the CAVP Workgroup are recommended to the provost for inclusion on the next UCF Work Plan.

UCF Work Plan List

- Upon CAVP and the provost's approval of the pre-proposal, the program will be added to the upcoming workplan's *list of programs under consideration*.
- Faculty in the department proceed to develop a full proposal
- Earliest program start date: 1.5 to 2 years

Curriculum Committees

- Proposal cycles through department curriculum committee, college curriculum committee, and must be signed off by department chair/director and college dean
- Proposal is submitted to appropriate Graduate Council committee or UPCC; Dean of Graduate College or Dean of Undergraduate College signs off on proposal

Academic Affairs

- Reviewed by Academic Program Quality, and if approved signed off by the provost
- Earliest program start date: 0.5 to 1+ years

UCF Board of Trustees *Educational Programs Committee*

- New degree programs reviewed and approved at March and July meetings only
- Earliest program start date: 0.5 to 1+ years

Florida Board of Governors *Doctoral Programs Only*

- New doctoral degree programs reviewed and approved at June and November meetings only
- Earliest program start date: 0.5 to 1+ years