This page can be used to help guide proposers through the program approval process. As a general note, most delays in the program approval process are the result of 1) incomplete proposals; and 2) proposers who do not respond to reviewers in a timely fashion.

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| SENATE CHECKLIST | |
|  | 1. Early notice survey filled out for OSPIE |
|  | 1. New certificate proposal BEGUN in Curriculog |
|  | 1. Contact UK Online for assistance (if developing distance learning courses) |
|  | 1. New/change course proposals BEGUN AND LAUNCHED in Curriculog (if relevant) |
|  | 1. Solicit letters of support from affected units and upload into Curriculog (if relevant) |
|  | 1. Solicit letters/minutes/emails of support for borrowed courses and upload into Curriculog (documentation must identify specific course prefix and number and must come from DUS, DGS, or department chair) |
|  | 1. Curriculum workbook uploaded into Curriculog |
|  | 1. Faculty of Record form uploaded into Curriculog |
|  | 1. Upload “other” information into Curriculog program form (GCCR form, Burning Glass data, job market surveys, etc.) |
|  | 1. New certificate proposal LAUNCHED in Curriculog |
|  | 1. Assessment plan added by college representative PRIOR TO college approval |

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| MISCELLANEOUS CHECKLIST FOR PROPOSERS (if needed) | |
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| MISCELLANEOUS NOTES FOR PROPOSERS (if needed) |
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