

SCHEV Program Approval Process Timelines for New Degree Programs (Bachelors/Masters)

The following timelines detail firm deadlines. When deadlines are missed, program proposals may be moved to the next approval cycle. Units should contact the [SCHEV Liaison](#) early in the program development process to ensure all requirements are met.

Materials:

[Program Announcement Form \(PAF\)](#)
[BOV Justification Sheet \(BOV JS\)](#)

December 2023 Submission:

Internal curriculum development and approval (CIM):	through Apr 2023
Undergraduate/Graduate Council approval:	May 2023
Proposal development w/SCHEV Liaison:	May-Aug 2023
PAF and BOV JS due to SCHEV Liaison:	Aug 1, 2023
Anticipated BOV approval:	Sep 2023
Full proposal* due to SCHEV Liaison:	Sep 1, 2023
PAF due to SCHEV:	Sep 1, 2023
Full proposal to SCHEV:	Dec 1, 2023
Anticipated SCHEV approval:	Spring 2024
University Catalog:	Spring 2023/Spring 2024**
Program initiation:	Fall 2023/Fall 2024**

June 2024 Submission:

Internal curriculum development and approval (CIM):	through Sep 2023
Undergraduate/Graduate Council approval:	Oct 2023
PAF and BOV JS due to SCHEV Liaison:	Nov 1, 2023
Proposal development w/SCHEV Liaison:	Nov 2023-Mar 2024
Anticipated BOV approval:	Dec 2023
PAF due to SCHEV:	Mar 1, 2024
Full proposal* due to SCHEV Liaison:	Apr 1, 2024
Full proposal to SCHEV:	Jun 1, 2024
Anticipated SCHEV approval:	Fall 2024
University Catalog:	Spring 2025
Program initiation:	Fall 2025

*Full proposals must be submitted to SCHEV within one year of the Program Announcement. Proposals need to be to the SCHEV Liaison two months in advance of submission. Timelines for approval would shift according to the actual submission date.

**A Spring SCHEV approval may allow programs to meet the University Catalog deadline for a Fall initiation. Programs will need to consider whether this is sufficient time to recruit enrollment. It may be necessary to push initiation to the following year.