Timelines and pathways for SCHEV submissions

Timelines start from approval by a college curriculum committee. Time for action is a maximum however requests to revise and resubmit may extend the calendar time. Quicker action at a level may reduce the calendar time.

I.   Proposals requiring BOV and SCHEV Council approval – new degree programs

Action	Time for action	Cumulative calendar time
Dean approval	20 business days / 1 month	1 month
Faculty Senate review	40 business days / 2 months	3 months
UC&CR committee GAC approval (before FS review)	20 business days / 1 month	4 months
Provost approval	20 business days / 1 month	5 months
Presidential approval	20 business days / 1 month	6 months
Addition to BOV agenda	20 business days / 1 month	7 months
BOV approval	3+ months	10+ months
SCHEV Council approval	9 months	19+ months

NB: Time for BOV approval depends upon when the proposal is submitted to BOV and time between BOV meetings.

II.   Proposals requiring BOV approval and SCHEV staff approval – discontinuance of degree programs

Action	Time for action	Cumulative calendar time
Dean approval	20 business days / 1 month	1 month
Faculty Senate review	40 business days / 2 months	3 months
UC&CR committee GAC approval (before FS review)	20 business days / 1 month	4 months
Provost approval	20 business days / 1 month	5 months
Presidential approval	20 business days / 1 month	6 months
Addition to BOV agenda	20 business days / 1 month	7 months
BOV approval	3+ months	10+ months
SCHEV staff approval	3 months	13+ months

NB: Time for BOV approval depends upon when the proposal is submitted to BOV and time between BOV meetings.

III. **Proposals requiring SCHEV staff approval** - program merger, program modification (substantial), spin-off degree program

Action	Time for action	Cumulative calendar time
Dean approval	20 business days / 1 month	1 month
Faculty Senate review	40 business days / 2 months	3 months
UC&CR committee GAC approval (before FS review)	20 business days / 1 month	4 months
Provost approval	20 business days / 1 month	5 months
SCHEV staff approval	3 months	8 months

NB: SCHEV staff will determine whether a new degree program is to be considered a spin-off or a new degree program.

IV. **Proposals requiring SCHEV staff approval** – technical changes (CIP code change, degree designation change, program title change)

Action	Time for action	Cumulative calendar time
Dean approval	20 business days / 1 month	1 month
UC&CR committee GAC approval (before FS review)	20 business days / 1 month	2 months
Provost approval	20 business days / 1 month	3 months
SCHEV approval	2 months	5 months

V. **Proposals requiring SCHEV notification** – certificates, program modification (simple)

Action	Time for action	Cumulative calendar time
Dean approval	20 business days / 1 month	1 month
Faculty Senate review	40 business days / 2 months	3 months
UC&CR committee GAC approval (before FS review)	20 business days / 1 month	4 months
Provost approval	20 business days / 1 month	5 months
SCHEV acknowledgement	2 months	7 months

NB: SCHEV may require additional information, formatting revisions prior to acknowledgement