

Degree Proposal Process

With Approximate Timeline

1. Prior to developing a full proposal, a preliminary proposal is written and proceeds through the appropriate campus channels for review and endorsement. The pre-proposal is then sent to UM System Office of Academic Affairs.
2. Academic Affairs contacts the author to discuss key elements of proposal and directs the author to samples of well-written proposals to use as models. Guidance is provided to the author regarding the content of the proposal to facilitate its success.
3. Once the full proposal is ready (including peer-editing for organization, language, and content), it is reviewed locally at provost office level, including review and approval of financial projections by the campus CFO. The proposal is subsequently sent to the UM System Academic Affairs Office.
4. Academic Affairs reviews the proposal (two reviewers) and returns the proposal to the author within 3 to 4 weeks. The primary reviewer in Academic Affairs arranges a call with the author to discuss the requested changes and how to proceed, making sure the author understands which elements are critical to address.
5. The author returns the proposal (with "track changes") within 1-4 weeks, depending on schedules and complexity of changes required. **The provost (or designee) is copied on all correspondence.**
6. Academic Affairs reviews the proposal and contacts the author within two weeks to discuss any residual issues.
7. The author makes final changes and resubmits the proposal within 1-4 weeks.
8. Academic Affairs performs a review and approves the proposal for distribution.
9. Doctoral programs are sent to three external institutions for review. Reviewers have 4 weeks to respond. (Bachelor's and master's programs skip this step.)
10. The proposal is sent to other three campuses for review. The campuses have 21 days to respond.
11. The comments received from the campuses (and, for doctoral programs, the outside reviewers) are reviewed by Academic Affairs. Relevant comments are sent to the author for response and discussion.
12. The author edits the proposal based on discussion.
13. The proposal is again reviewed by Academic Affairs prior to being sent to the Board of Curators for approval. The author or designee attends the Board meeting to answer questions that are raised about the program.
14. After approval by the Board of Curators, the proposal is sent to MDHE. The proposal is posted for 21 days for review and comments by other institutions.
15. After a review of the comments and discussion with Academic Affairs as necessary, the MDHE staff makes a recommendation to CBHE, which then votes to approve the program.