New Minor/Certificate Development Timeline

Request
- Request Form received by Program Analytics team and development begins

Program Analytics Report and Orientation
- Program Analytics Report expires one year from delivery. If the new minor/certificate development process takes longer than one year, a new Program Analytics Report must be completed.
- APPD team offers an optional data/proposal debrief to stakeholders to discuss the proposal form and process

Department/College Curriculum Committee
- Proposal is reviewed/approved by Department/College Curriculum Committees.

Proposal UCC Submission/Review
- Proposal is uploaded to the T-Drive Curriculum folder by the Associate Dean (UCC Rep.) or Dean (Month 1st)
- UCC reviews proposal; requests revisions, if applicable; and makes recommendation.

Final Notification or Review/Approval
- Minor:
  - AAC & Provost: Notification (4 Times per Year)
- Certificate:
  - AAC & Provost: Review/Approval (4 Times per Year)
  - Board of Regents (BOR) Review/Approval (4 Times Per Year)

Catalog Implementation
- Minor: Month following UCC approval, applied to Catalog
- Certificate: Upon BOR approval, applied to Catalog

Average Timeline in Months – Depending on team schedules and number of reviews/drafts)

Month 1

Month 2-3

Month 3-4

Month 6-8

Certificate: Month 9-10

Minor: Month 5

Notes:
1. Program Analytics data (Program Analytics Reports) expire one year from delivery. If the new minor/certificate development process takes longer than one year, a new Program Analytics Report must be completed.
2. APPD: Academic Planning and Program Development; UCC: University Curriculum Committee; AAC: Academic Affairs Council; BOR: Board of Regents
3. AAC meets quarterly: August, December, March, and June.
4. BOR meets quarterly: November, February, May, and August.