**Program Proposal Workflow**

For new programs and substantial curricular changes to existing program.

1. Idea Generation and Proposal Preparation
2. Academic department generates idea
3. Department(s) discuss with Dean(s) or designee(s)
4. Program contact to inform and collaborate with Academic Affairs Office (See pp 7 of the Academic Program Proposal Guidelines for consultation checklist)
5. Department completes the Maryland Higher Education Commission proposal template/LUM template in consultation with academic compliance specialist and appropriate College leadership
6. Formal Internal Review and Approval
7. Consultation with the Department Chair(s)
8. Sellinger Assembly Review and/or SOE Faculty Council (if necessary)
9. Consultation with the Dean(s)
10. GCC/UCC consideration (vote) COAD Consideration (vote) – Parallel Process
11. ECG consideration
12. Academic Senate consideration (1-2 meetings/vote) and Loyola Conference consideration (1-2 meetings/vote) -- Parallel Process
13. VPAA signature
14. BoT and President’s consideration (if applicable)
15. External Review & Approval
16. MHEC/MICUA review
17. Middle States review where required
18. US Department of Education approval where required\*
19. Program Implementation Commences

\* Submission for approval by the US Department of Education cannot occur until MHEC and/or MSCHE approval is received.