

4. How does this program fit within the MUS system?

5. What is the intended program start date?

Upon completion of these five questions, please submit this form to the Vice President of Academic and Student Affairs.

Date presented to Executive Staff:

Approved to develop:

Yes

No

Vice President of Academic and Student Affairs:

Date:

Upon approval for program development, the program developer must complete the following steps:

1. Convene an advisory committee. Several resources are available to assist you with identifying potential members, setting up the meeting (invitations, location, snacks), and taking minutes at the meeting.
2. Complete the program review process. See the director of Academic Affairs to begin this process. Please Note: The program review process cannot commence until an advisory committee has been convened and has met at least once.
3. Submit the Program Review Summary (follow-up document prepared by the Program Review Committee Chair) to the Faculty Senate President and the appropriate Division Chair.
4. Prepare necessary documents to submit the program to the Curriculum Committee for approval.