

“New Program” Workflow for CourseLeaf with Upload Requirements

1. **Notification of Intent (CPE FORM):** Manual process for new majors only. See the CIP approval process on the AA Program Development website.
 - a. Contact the Office of the Provost to find the best CIP code for your program and request your Gray Associate’s spreadsheet.
 - b. Complete NOI form and send to the Dean’s Office for approval. The Dean’s Office should forward the NOI to the Office of the Provost for posting to the CPE database.
 - c. CCAOs will approve NOIs at their meetings. The Office of the Provost will notify the department and dean of the CCAO approval. Then, the new program proposal workflow can start.
 - d. Complete the Substantive Change Questionnaire to determine if a Prospectus is needed.
 - i. **Provide questionnaire.**
2. **Faculty member initiates the new program in the CIM Workflow system.**
 - a. Complete the program proposal. [\(WKU\)](#)
 - b. Upload support documentation for market/student demand. [\(WKU/CPE\)](#)
 - c. **New Majors Only:** Upload the CPE Pre-Proposal with all parts completed with the exception of the budgetary information. This information will be required in spreadsheet format and vetted by budget coordinators prior to CPE submission. [\(CPE\)](#)
 - i. **Provide CPE Proposal** (CPE will require an assessment plan, course template, and the Gray Data.)
 - d. **New Certificates:** Submit the Assessment Plan for the certificate. Molly Kerby will review and provide feedback before Provost approval. This is part of the CPE pre-proposal for new majors. [\(SACSCOC\)](#)
 - i. **Provide Template**
 - e. **Budget Spreadsheet:** Must be completed for all new program proposals. For new majors, the spreadsheet will added to the pre-proposal submitted to CPE. LaDonna Hunton will be notified of the upload. [\(WKU/SACSCOC/CPE\)](#)
 - i. **Provide Template**
 - f. **Four-Year Plan (UG Majors Only):** Include the four-year plan using the template. [\(WKU\)](#)
 - i. **Provide Template**
3. **Departmental Approval: Proceed as normal.**
4. **Dean’s Approval**
 - a. **Curriculum Review:** Ensure the curriculum meets University, College, and Departmental requirements.
 - b. **Departmental/College Impact:** Verify departments have contacted colleagues with similar programs.
 - c. **Budget Implications:** Make sure the college budget coordinator has reviewed the uploaded budget spreadsheet. LaDonna Hunton will also review the budget.
5. **College Committee: Proceed as normal.**
6. **Professional Education Council (if needed): Proceed as normal.**
7. **Undergraduate Curriculum Committee or Graduate Curriculum Committee/Council: Proceed as normal.**

8. **Senate: Proceed as normal.**
9. **Provost Approval**
 - a. **Recommendations:** Ensure items discussed with the Dean were implemented prior to approval.
 - b. **Review for additional concerns.**
10. **SACSCOC Prospectus:** Only required for programs with substantive change. Contact the Office of the Provost for more information. ([SACSCOC](#))
11. **Board of Regents Sub-Committee (New Majors/Certificates only)**
 - a. The Office of the Provost will prepare the Board of Regents proposal and ask the department head of the program to review prior to posting.
12. **Board of Regents Full Committee (New Majors/Certificates only)**
13. **ASI Committee (CPE Committee – New Majors or Programs only):** Review the proposal prior to CPE Board Approval.
14. **CPE Board Approval (CPE Committee – New Majors or Programs only)**
15. **Banner Implementation (Registrar):** Completed after CPE and SACSCOC (if needed) approval.