

SCHEV Program Approval Process Timelines for New Degree Programs (Bachelors/Masters)

The following timelines detail firm deadlines. When deadlines are missed, program proposals may be moved to the next approval cycle. Units should contact the [SCHEV Liaison](#) early in the program development process to ensure all requirements are met.

Materials:

[Program Announcement Form \(PAF\)](#)
[BOV Justification Sheet \(BOV JS\)](#)

June 2022 Submission:

Internal curriculum development and approval (CIM):	through Sep 2021
Initial meeting w/SCHEV Liaison:	Sep 2021
Undergraduate/Graduate Council approval:	Oct 2021
PAF and BOV JS development w/SCHEV Liaison:	Oct 2021
PAF and BOV JS due to SCHEV Liaison:	Nov 1, 2021
Proposal development w/SCHEV Liaison:	Nov 2021-Mar 2022
Anticipated BOV approval:	Dec 2, 2021
PAF due to SCHEV:	Mar 1, 2022
Full proposal* due to SCHEV Liaison:	Apr 1, 2022
Full proposal due to SCHEV:	Jun 1, 2022
Anticipated SCHEV approval:	Fall 2022
University Catalog:	Spring 2023
Program initiation:	Fall 2023

December 2022 Submission:

Internal curriculum development and approval (CIM):	through Feb 2022
Initial meeting w/SCHEV Liaison:	Feb 2022
Undergraduate/Graduate Council approval:	Mar 2022
PAF and BOV JS development w/SCHEV Liaison:	Mar 2022
PAF and BOV JS due to SCHEV Liaison:	Apr 1, 2022
Proposal development w/SCHEV Liaison:	Apr-Jul 2022
Anticipated BOV approval:	May 5, 2022
Full proposal* due to SCHEV Liaison:	Sep 1, 2022
PAF due to SCHEV:	Sep 1, 2022
Full proposal due to SCHEV:	Dec 1, 2022
Anticipated SCHEV approval:	Spring 2023
University Catalog:	Spring 2023/Spring 2024**
Program initiation:	Fall 2023/Fall 2024**

*Full proposal includes all appendix items.

**A Spring SCHEV approval may allow programs to meet the University Catalog deadline for a Fall initiation. Programs will need to consider whether this is sufficient time to recruit enrollment. It may be necessary to push initiation to the following year.

SCHEV Program Approval Process Timelines for New Degree Programs (Doctoral)

The following timelines detail firm deadlines. When deadlines are missed, program proposals may be moved to the next approval cycle.

Materials:

[Program Announcement Form \(PAF\)](#)

[BOV Justification Sheet \(BOV JS\)](#)

December 2022 Submission:

Internal curriculum development and approval (CIM):	through Jan 2022
Graduate Council approval:	Feb 2022
Initial meeting w/SCHEV Liaison:	Feb 2022
PAF and BOV JS development w/SCHEV Liaison:	Mar 2022
PAF and BOV JS due to SCHEV Liaison:	Apr 1, 2022
Proposal development w/SCHEV Liaison:	Apr-Aug 2022
Anticipated BOV approval:	May 5, 2022
Full proposal* due to SCHEV Liaison:	Sep 1, 2022
PAF due to SCHEV:	Sep 1, 2022
Full proposal due to SCHEV:	Dec 1, 2022
External review:	Spring-Summer 2023
Anticipated SCHEV approval:	Oct 2023
Submit to University Catalog:	Spring 2024
Anticipated program initiation:	Fall 2024

June 2023 Submission:

Internal curriculum development and approval (CIM):	through Oct 2022
Graduate Council approval:	Nov 2022
Initial meeting w/SCHEV Liaison:	Nov 2022
PAF and BOV JS development w/SCHEV Liaison:	Dec 2022
PAF and BOV JS due to SCHEV Liaison:	Jan 15, 2023
Proposal development w/SCHEV Liaison:	Jan-Mar 2023
Anticipated BOV approval:	Feb 2023
PAF due to SCHEV:	Mar 1, 2023
Full proposal* due to SCHEV Liaison:	Apr 1, 2023
Full proposal due to SCHEV:	Jun 1, 2023
External review:	Fall 2023
Anticipated SCHEV Council approval:	Mar 2024
Submit to University Catalog:	Spring 2024/Spring 2025**
Anticipated program initiation:	Fall 2024/Fall 2025**

*Full proposal includes all appendix items.

**A Spring SCHEV approval may allow programs to meet the University Catalog deadline for a Fall initiation. Programs will need to consider whether this is sufficient time to recruit enrollment. It may be necessary to push initiation to the following year.