

New Academic Program Development Workflow

Department/School or College

- **ACHE Form** Notice of Intent to Submit a Proposal (NISP)
- **Board Agenda Item form** with signatures
- **Board Resolution**
- Reviewed by appropriate unit level committee to ensure accuracy, completeness, and quality
- Submitted to SharePoint by appropriate School/College Representative

Graduate or Undergraduate Curriculum Committee

- Fully vetted and reviewed by school/college level curriculum committees
- Feedback provided
- (If support is necessary, please contact the Associate Vice Provost prior to submission to UCC or GCC)

Faculty Senate Curriculum Committee

- Presented to FSCC by Chairs of the Undergraduate or Graduate Curriculum Committee
- If approved, forwarded to Faculty Senate & Provost for official approval to forward to the Board of Trustees

Associate Vice Provost

- Resolution, Agenda Item Form, NISP Form, and supporting documents prepared and reviewed for submission to UAB Legal, Board Liaison, and President.

UAB Board Liaison

- Presidential & Legal Signatures acquired
- Uploaded to the UAS System

Board of Trustees

- Reviewed by UAS Vice Chancellor
- Reviewed by UAS Academic & Student Affairs Committee
- Presented to the full Board of Trustees

UAB AVP Assessment, Accreditation, & Academic Planning

- Approval notice from UAS Board of Trustees
- Approved items and Information items uploaded into ACHE Portal

ACHE

- Review all Action Items
- Recognizes Information items
- Sends notice to UAB

UAS Board of Trustees

- New program items are present to the Board of Trustees for final approval

UAB

- UAS Board of Trustees provides notices to UAB
- New programs may begin marketing and recruitment