



## New Graduate Program Pre-approval process

Before being added to LC State's internal 3-year plan or being submitted to curriculum, proposed graduate programs must go through the preapproval process. Once the proposal has been preapproved, the initiating division may then proceed with new program submission process. The steps in the preapproval process are:

1. Complete the New Graduate Program Preapproval Form. Some information needed on this form will require working with the budget office.
2. Submit the completed form for approval to the housing Division Chair.
3. If approved, the Division Chair will route to the School Dean.
4. If approved, the Dean will route to Graduate Studies Dean.
5. If approved by the Graduate Studies Dean, the preapproval will be routed to the Provost.
6. If approved by the Provost, the initiator will then present the proposal to the Graduate Studies Council and begin the official new program submission process, including ensuring the program is placed on LC State's 3-year plan.

## New Graduate Program Preapproval Form

DATE OF PREAPPROVAL SUBMISSION:				
SCHOOL AND DIVISION:				
SUBMITTED BY:				
PROPOSED NAME OF THE PROGRAM:				
PROPOSED IMPLEMENTATION DATE:				
DEGREE INFORMATION:	LEVEL:	TYPE:		
WHAT ARE YOU PROPOSING:				
HOW DOES THIS DEGREE COMPARE TO THOSE CURRENTLY OFFERED BY OTHER IDAHO INSTITUTIONS?				
UNIVERSITY OF IDAHO				
BOISE STATE UNIVERSITY				
IDAHO STATE UNIVERSITY				
WHAT IS UNIQUE ABOUT THE PROPOSED DEGREE?				
EXPECTED ENROLLMENT	YEAR 1	YEAR 2	YEAR 3	YEAR 4
HOW WILL THIS PROGRAM BE MARKETED?				
# OF CREDITS IN THIS DEGREE	# CREDITS IN NEWLY DEVELOPED COURSES		# CREDITS FROM COURSES THAT CAN BE CROSS LISTED	

