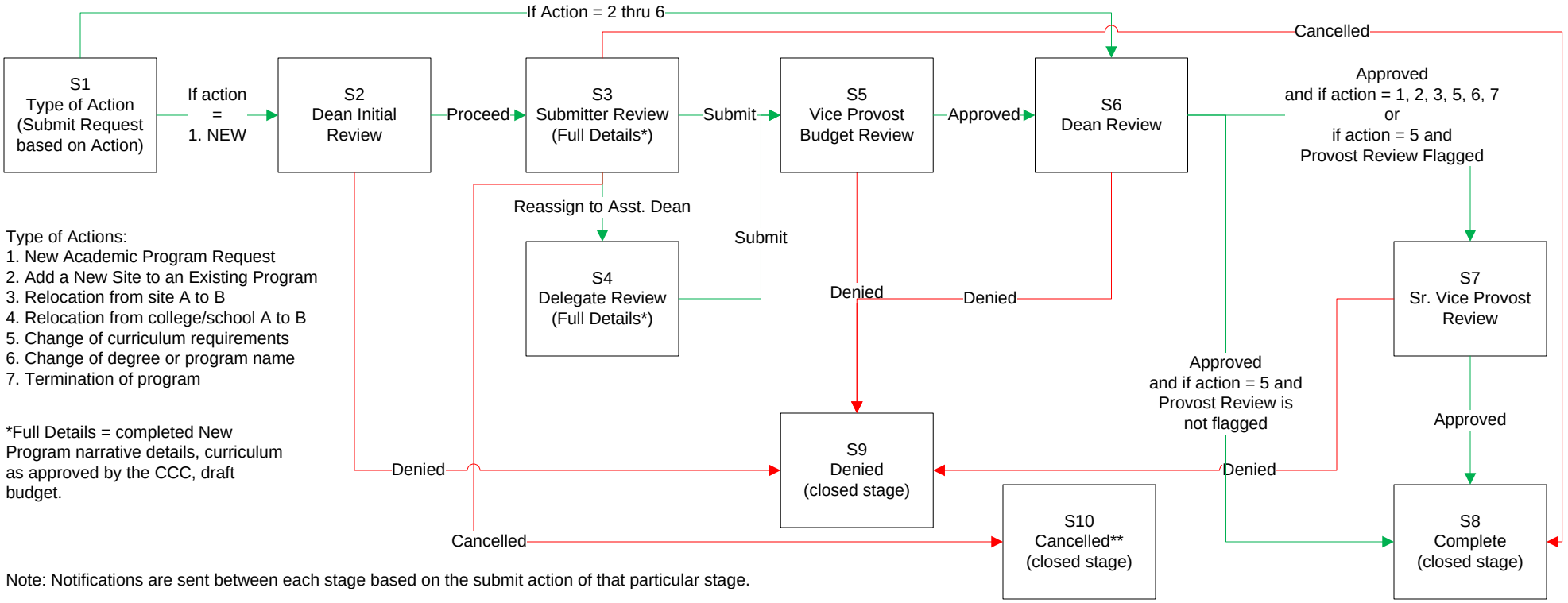
New / Changed Program (NCAP) Request Form Process

Beth Forest, ITS, 8/25/13



Type of Actions:
1. New Academic Program Request
2. Add a New Site to an Existing Program
3. Relocation from site A to B
4. Relocation from college/school A to B
5. Change of curriculum requirements
6. Change of degree or program name
7. Termination of program

*Full Details = completed New Program narrative details, curriculum as approved by the CCC, draft budget.

Note: Notifications are sent between each stage based on the submit action of that particular stage.

S1: Type of Action. 6 possible actions (1 New and 5 Changes). Depending on the selection, the form determines the elements of the form required for submission. Initial request submitters limited.
S2: Dean Initial Review. Dean determines whether or not to proceed with developing full details of the new program.
S3: Submitter Review: If the dean approves proceeding with the NEW request, the form is pushed back to the submitter:
→ If the submitter maintains ownership of the request, s/he gathers all the various requirements needed for the fully detailed New Program Request and submits to vice provost for budget review.
→ If the submitter decides to pass ownership of the request to a delegate those details are added to the form and then passed to S4: Delegate Review.
→ If the submitter decides to cancel the request it is moved to S8: Complete (closed stage).
S4: Delegate Review: Assigned delegate is responsible for gathering all the various requirements needed for the fully detailed new program request. Once submitted, routes to vice provost for budget review.
S5: Vice Provost Budget Review: reviews new program request from a budget standpoint.
→ If action is approved, attaches budget details and request moves to S6 for dean review.
→ If action is denied, moves to S9: Denied.
S6: Dean Approval:
→ If action is approved, and action type is NEW, routes to S7 for provost for review.
→ If action is approved, and action type is 2, 3, 5, 6 or 7 routes to S7 for provost review.
→ If action is approved, and action type is 5, moves to S8 as complete (exception: if dean manually flags the request for provost review, this will route the request to S7 for provost review).
S7: Provost Approval:
→ If action is approved, routes to S7: Complete.
→ If action is denied, routes to S8: Denied.
S8: Complete: once a request is routed to S8 the request is officially complete, is flagged as closed in Perfect Forms, and appropriate notifications are triggered with read-only access to all the form data from the final email notification.
S9: Denied:
→ S2: if the dean declines the request for a New Program submission, the request is flagged as closed and relevant parties notified.
→ S5: if the vice provost denies the New Program request due to budgetary reasons, the request is flagged as closed and relevant parties notified.
→ S6: if the dean denies the New Program request, the request is flagged as closed and relevant parties notified.
→ S7: if the provost denies the New Program request, the request is flagged as closed and relevant parties notified.
All parties have read-only access to denied/closed/cancelled requests via the final email notification.

**In addition to the form being cancelled by the submitter at S3, the request can be cancelled at any stage in the process by the form admin (at the request of the Sr. Vice Provost and with appropriate documentation).