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**FOR OFFICE USE ONLY** Authorized for Step 2  
 Not Authorized for Step 2  
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Provost Signature  
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Date

**CREIGHTON UNIVERSITY  
New Program Approval Step 1: Pre-Proposal Application Cover Sheet**

Name of Proposed Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Champion(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/School(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Type and Delivery Mode:  
Program Type (select one) Delivery Mode (select one)

* Bachelor’s Degree (€ BS € BA) € Online (50% or more of the required courses are delivered online)
* Graduate Certificate € On-ground (100% of courses are delivered face-to-face)
* Graduate Degree € Blended (51% - 99% of courses are delivered on-ground)  
  € MS € MA € PhD € Other \_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Printed Name** | **Signature & Date** |
| **Program Champion** [primary] |  |  |
| **Program Champion(s)** [all others] |  |  |
| **Sponsoring Dean** |  |  |
| **Collaborating Dean** [as applicable] |  |  |
| **Collaborating Dean** [as applicable] |  |  |

**Overview**

New program development is critical to the University and is both encouraged and expected. New programs refer to any new degree program, certificate program, or doctoral minors.

This document is designed to guide faculty and administrators in the development of new program proposals. The policy, Approval of a New Academic Program (4.1.4) located at <https://www15.creighton.edu/provost/requesting-new-academic-program> includes the procedures, structure and approval requirements for new academic programs.

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| **New Program/Major Proposal Process Checklist Step 1: Pre-Proposal** | | |
| 1 | Program champion(s) discusses idea with dean | The champion(s) discusses proposed program viability. Seeks ideas regarding potential collaborations/interdependencies with other schools/college. If dean determines program has initial potential, it will be advanced to next stage. A program / champion can be faculty, chairs, assistant/associate deans, dean as all members of the faculty. |
| 2 | Dean shares proposed program ideas with dean colleagues and possible collaborations are identified | On behalf of the program champion(s) the dean will share concept with dean colleagues and potential collaborations, conflicts, etc. will be identified. Additional involvement by other schools/colleges will be determined and potential collaborators identified. |
| 3 | Sponsoring dean requests External Market Demand Analysis from Executive Assistant in the Office of the Provost | Dean requests proposed programs to be placed in the queue for external market analysis. Provost’s executive assistant will log request, schedule scoping meeting with stakeholders identified by the dean, and initial analysis with vendor. |
| 4 | Financial Implications Form (FIF) | The Financial Implications Form (FIF) is a high-level resource identification tool to determine the basic resource needs for the proposed new undergraduate, graduate and professional program (degrees, majors, minors, and certificates). You must submit information concerning how the program will be financially supported prior to proceeding through the curricular development process.  The FIF will require data from the External Market Analysis to be accurately completed. This is not the official Pro Forma for the program which will not be developed until the Pre-Proposal Application is approved. School/College Finance Directors should be consulted to assist with the preparation of the FIF. |
| 5 | Submission of Pre-Proposal Application | If the External Market Analysis is favorable and the FIF has been approved by all stakeholder groups the following is submitted to the Office of the Provost:   1. External Market Analysis 2. FIF 3. Pre-Proposal Summary & Link to CU Mission & Jesuit education   If the External Market Analysis is unfavorable indicating it would be difficult to recruit adequate enrollment to offset expenses, the Dean will make the final determination to advance a Pre-Proposal Application based upon a discussion with the champion(s). The application would require a very strong mission-based reason for consideration. This portion of the application will be reviewed by the Office of the Provost in consultation with Mission & Ministry, Equity, Diversity & Inclusion, and the President. |

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| **Step 2: Full Program/Curriculum Proposal Development** | | |
| 1 | Proposal Development | Office of the Provost is an ongoing resource to direct the champion to key stakeholder groups/areas throughout the proposal development.  Key Stakeholders include but may not be limited to: □ Global Engagement  □ Learning & Assessment/Center for Faculty Excellence  □ All schools/colleges providing courses/support outside the program home  \*The Office of the Provost will manage notifications with Enrollment Management and University Marketing based upon a proposal’s status. |
| 2 | College/School Curriculum Approval Process | Proposal is reviewed and approved by individual college/school curriculum process and submitted to the Office of the Provost. |
| 3  As needed | Graduate Board (new graduate programs) | Office of the Provost notifies Graduate School and provides proposal document, program champion(s) present to the Graduate Board. Dean & Program champion(s) provided relevant feedback. |
| 4  As needed | Adult Learning Council (new CPCE programs) | Office of the Provost notifies Adult Learning Council and provides proposal document.  Program champion(s) & Dean present to the Adult Learning Council.  Dean & Program champion(s) provide relevant feedback. |
| 5 | Dean’s Council /Provost Office | Office of the Provost will schedule presentations of the proposal to the Dean’s Council.  Program champion(s) invited to Dean’s Council meeting to discuss proposal as needed. |
| 6 | Approval communicated to Creighton offices and units | Office of the Provost communicates approval of the new program/major to the program champion(s) and campus stakeholders |
| 7 | Marketing and Enrollment Management | Marketing and Enrollment Management contact new program Dean to develop and discuss program marketing and enrollment management strategies. These strategies may be implemented prior to final approval of the program in order to meet anticipated program launch dates. |

**Creighton University  
Step 1: Pre-Proposal Application**

1. **Program Champion Discusses Idea with Dean**

[Policy 4.1.4] Initial steps for program planning and approval begin at the level of the College or School that will provide the primary program content. Because the responsibility for curriculum belongs to the faculty, it is essential that faculty members in the discipline(s) are involved in the planning and execution of a curriculum leading to a new degree.

1. **Dean shares proposed program with Dean colleagues and possible collaborations are identified.**

All planning should be in concert with the Dean of the School or College(s) who will be responsible for providing resources for the new program.

1. **External Market Demand Analysis**

Dean makes request to Provost Office for External Market Demand Analysis as part as a part of the Pre-Proposal, see Appendix A. External Market Analysis will begin with a scoping meeting with stakeholder group identified by the requesting school(s)/college(s) to ensure all aspects of the program are properly identified. Market demand analysis will include, when appropriate, demand for international student audience.

In addition, the External Market Analysis will include a comparison of the proposed program with similar programs in other regionally accredited institutions in Nebraska, comparable Jesuit institutions, and other relevant peer/aspirational institutions.

1. **Financial Implications Form (FIF)**

The Financial Implications Form (FIF) is a high-level resource identification tool to determine the basic resource needs for the proposed *new* undergraduate, graduate and professional program (degrees, majors, minors, and certificates) must submit information concerning how the program will be financially supported prior to proceeding through the curricular development process. In those cases where a new program engages more than one department or school/college, the review process will be coordinated to ensure all parties are aware of potential financial implications.

The FIF will require data from the External Market Analysis to be accurately completed. This is not the official Pro Forma for the program which will not be developed until the Pre-Proposal Application is approved. School/College Finance Directors should be consulted to assist with the preparation of the FIF.

1. **Pre-Proposal Application**

If the External Market Analysis is favorable and the FIF has been approved by all stakeholder groups the following is submitted to the Office of the Provost:

1. External Market Analysis
2. FIF
3. Pre-Proposal Summary & Link to CU Mission & Jesuit education

*This section includes a description of the “history” of the idea, include an explicit statement about the link between the program and the University’s mission & Jesuit education, and how the program meets the needs of today’s learners. For new graduate programs, the rationale should address how the program relates to the graduate philosophy statement.* **500-word limit**

If the External Market Analysis is unfavorable indicating it would be difficult to recruit adequate enrollment to offset expenses, the Dean will make the final determination to advance a Pre-Proposal Application based upon a discussion with the champion(s). The application would require a very strong mission-based reason for consideration. This portion of the application will be reviewed by the Office of the Provost in consultation with Mission & Ministry, Equity, Diversity & Inclusion, and the President.

**The Provost will review the Pre-Proposal Application and grant authorization to advance to   
Step 2: Full-Program/Curriculum Development Phase**

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