

2016

UNO Website OASA Academic Program Proposals

UNO Office of Academic and Student Affairs
University of Nebraska at Omaha

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Academic Program Proposals

Development

[Academic Program Assessment & Review](#)

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Academic Program Proposals

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[Educational Policy Advisory Committee](#)

[Office of Academic Affairs](#)



Name Change

Changing the name of an existing organizational unit or academic program requires similar approvals as their creation. Please submit a proposal outlining the following:

1. Current name
2. Proposed name
3. Rationale for the name change

Remember to include a cover letter from the Dean's Office in support of your proposal.

Discontinuation

Discontinuing an academic program requires similar approvals as the program's creation. Please submit the following:

1. Rationale for discontinuation
2. Cover letter from the Dean's Office

Alternative Delivery Mode

Existing programs (degrees, certificates, majors, minors and concentrations) adding or changing to an alternative delivery mode must be reported to EPAC. This is required for the program's inclusion in UNO's [Majors & Programs](#) listing and prior to marketing it as an alternative delivery program.

Please submit a cover memo from the Dean's Office with the following information:

1. A rationale for the alternative delivery mode.
2. A statement ensuring that the curriculum (degree, major and courses) offered through alternative delivery is the same as the curriculum offered through traditional delivery.

Additional Resources

[Office of Academic Affairs](#)

[Course Catalog](#)

[Board of Regents](#)

[Nebraska's Coordinating Commission for Postsecondary Education](#)

Are you considering creating a new academic program?

For questions or guidance regarding new academic program proposals, please contact [Keristiana Shenaouda](#) at the Office of Academic Affairs.

The earlier you involve the Office of Academic Affairs, the better we can assist you!

UNO / Academic Program Development and Review / Development / Academic Program Proposals

Proposals for new academic programs or organizational units should be submitted to the Office of Academic Affairs after college and departmental approval. Academic Affairs will guide the proposals through the appropriate internal and external review procedures.

All proposals must be accompanied with a cover memo from the Dean's Office stating that the proposal has received the appropriate college and department/school approvals, and that implementation of the proposal is recommended. All proposals should be submitted in a word document.

Learn more about the specific proposal guidelines and the review procedures for each of the following academic areas:

- [New Organizational Unit](#)
- [New Degrees & Majors](#)
- [New Certificates](#)
- [New Minor & Concentration](#)

New Organizational Units

Proposals for the creation of a new academic unit such as a College, Department, School, Center, or Institute - as well as any significant changes to an existing academic unit (merging of two units into one or splitting one unit into multiple units) undergo extensive internal and external review.

Required Documents

To establish a new organizational unit or to make significant changes to an existing unit, please submit the following documents:

1. A proposal
 - [Download](#) the College, School, and Department Proposal Form
 - [Download](#) the Center and Institute Proposal Form
2. Supporting documents (e.g. letters of support) as appendices (optional)
3. [Budget table](#) for new Organizational Units
4. Cover memo from the Dean's Office

Review & Approval Process

Internal Review	External Review
Department or School	University of Nebraska Provost
College	Chief Academic Officers
Faculty Senate	Academic Affairs Committee (BoR)
Education Policy Advisory Committee	Board of Regents
OASA Leadership Forum	Coordinating Commission for Postsecondary Education
Chancellor's Cabinet	

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New Degrees & Majors

Proposals for the creation of a new degree or majors require internal and external review.

Majors share the following elements:

- Majors consist of a minimum of 30 hours of undergraduate or graduate coursework;
- Majors are discipline and content specific with a coherent plan of study; (Ensure that the program of study follows the appropriate undergraduate or graduate academic guidelines)
- Majors have limited overlap with other majors;
- Majors provide both depth and breadth within a specific-content area; and
- Majors are not printed on diplomas, but recognized on transcripts.

Required Documents

To create a new degree or major, please submit the following:

1. A [proposal](#)
2. Supporting documents (e.g. letters of support) as appendices (optional)
3. [Budget table](#) for new degrees or majors
4. A cover memo from the Dean's Office

Review & Approval Process

Internal Review	External Review
Department or School	University of Nebraska Provost
College	Executive Graduate Council (grad only)
Graduate Council (grad only)	Chief Academic Officers
Faculty Senate	Academic Affairs Committee (BoR)
Education Policy Advisory Committee	Board of Regents

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New Certificates

Proposals for the creation of an undergraduate or graduate certificate require internal and external review.

Certificates share the following elements:

- Certificates generally consist of 12-18 hours of coursework; (Ensure that the program of study follows the appropriate undergraduate or graduate academic guidelines)
- Certificates provide an opportunity for a recognized specific set of skills and knowledge;
- With departmental approval, the certificate coursework may be applied to a graduate or undergraduate degree program; and
- Certificates provide an independent or professional credential that is awarded in addition to, or independently from, a graduate or undergraduate degree.

Required Documents

To establish a new certificate, please submit the following:

1. A proposal
[Click here](#) to download the Graduate Expedited Certificate Proposal Form
[Click here](#) to download the Full (Graduate and Undergraduate) Certificate Proposal Form
2. Supporting documents (e.g. letters of support) as appendices (optional)
3. [Budget table](#)
4. A cover memo from the Dean's Office

Review & Approval Process

Internal Review	External Review
Department or School	University of Nebraska Provost
College	Chief Academic Officers
Graduate Council (grad only)	Academic Affairs Committee (BoR)
Education Policy Advisory Committee	Board of Regents
OASA Leadership Forum	Coordinating Commission for Postsecondary Education
Chancellor's Cabinet	

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New Minors & Concentration

Minors share the following elements:

- Minors generally consist of 12-18 hours of undergraduate coursework, or 9 hours of graduate coursework;
- Minors provide an opportunity for a secondary set of skills and knowledge in addition to a major;
- Minors cover an area outside of the major; and
- Minors are recognized on transcripts.

Concentrations share the following elements:

- Concentrations are a subset of a major with a limited number of hours required;
- Concentrations generally consist of 12-18 undergraduate credit hours, or 9 graduate credit hours. The BGS Option One concentrations have 30 hours of coursework;
- Concentrations share a core set of requirements for the major;
- Concentrations may overlap with other concentrations within a major;
- Concentrations have some distinct or unique requirements that differentiate from other concentrations or within the major; and
- Concentrations are recognized on transcripts.

Required Documents

To establish a new minor or concentration, please submit the following:

1. A [proposal](#)
2. Supporting documents (e.g. letters of support) as appendices (optional).
3. A cover memo from the Dean's Office.

Review & Approval Process

Internal Review
Department or School
College
Graduate Council (grad only)
Education Policy Advisory Committee
OASA Leadership Forum
Chancellor's Cabinet

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RESOURCES

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