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

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 Certificate
- 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:

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

Review & Approval Process

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;
- Majors are not printed on diplomas, but recognized on transcripts;
- Majors are discipline and content specific with a coherent plan of study;
- Majors have limited overlap with other majors;
- Majors provide both depth and breadth within a specific content area;
- 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. Cover memo from the Dean’s Office

Review & Approval Process
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;
- 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

<table>
<thead>
<tr>
<th>Internal Review</th>
<th>External Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department or School</td>
<td>University of Nebraska Provost</td>
</tr>
<tr>
<td>College</td>
<td>Chief Academic Officers</td>
</tr>
<tr>
<td>Graduate Council [grant only]</td>
<td>Academic Affairs Committee [full]</td>
</tr>
<tr>
<td>Education Policy Advisory Committee</td>
<td>Board of Regents</td>
</tr>
<tr>
<td>OASA Leadership Forum</td>
<td>Coordinating Commission for Postsecondary Education</td>
</tr>
<tr>
<td>Chancellor's Cabinet</td>
<td></td>
</tr>
</tbody>
</table>

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

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<table>
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<tbody>
<tr>
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</tr>
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</tr>
</tbody>
</table>

Back to top