

AUTHORIZATION TO IMPLEMENT A NEW PROGRAM
Materials to be Submitted to the Associate Vice President
for Academic and Student Services

Before a proposed authorization to implement can be brought before the Board of Regents for consideration, the Provost should submit a letter to the Associate Vice President for Academic and Student Services requesting the program's submission to the board. This request should have appended all supporting documentation used in preparing the Executive Summary for the board. Following regent approval, this material will be the official record of this new program and will remain on file at the Office of Academic and Student Services until completion of the program's joint five-year review.

Please make your submission electronically to acss@uwsa.edu. The email must be sent by the Provost/Vice Chancellor for Academic Affairs, their Assistant, or by the designated Program Planning Liaison and should include the following items as attachments:

- _____ A letter from the Provost to the Associate Vice President for Academic and Student Services requesting the program's submission to the board.
- _____ Complete and final copy of the Proposal for Authorization to Implement, with Budget (Sample formats in Attachments #2 and #3 of the Guidelines for Academic Program Review)
- _____ The Executive Summary (Sample format in Attachment #4 of the Guidelines for Academic Program Review)
- _____ Signed reports from at least two outside evaluators.
- _____ Indication of approval by the appropriate institutional governance bodies.