

**APPROVAL PROCESS FOR ACADEMIC PROPOSALS**  
**ARIZONA STATE UNIVERSITY AT THE WEST CAMPUS**  
2007-2008

For new degree programs, new minors, certificates, and/or concentrations, please complete and submit a Curricular Development Form (<http://www.asu.edu/provost/curriculum/>) as the first step of the curricular approval process. It is important that the unit chair/director and college/school dean indicate support for the new initiative. If the proposal is interdisciplinary, all participating units and colleges also need to indicate support.

PROGRAM/PROPOSAL	DEAN	UNIVERSITY PROVOST OFFICE*	ALL DEANS	GRADUATE DEAN#	SCP/GSC	ACADEMIC SENATE (West campus)	UNIVERSITY APPROVALS	CHIEF ACADEMIC OFFICERS (CAOs)	ARIZONA BOARD OF REGENTS
Establishment, name change, disestablishment, merger, or transfer of an <b>academic department, school, division or college</b> <sup>2</sup>	Approval	Review for adherence to policy	1 week review	Recommendation required	Advice may be requested	Information only	Provost/President	Recommendation required	New units and disestablishment of college/school/division, approval required; all others, executive director approves and reports to board
Establishment, disestablishment, name change, transfer, or merger of <b>center, bureau, institute, or lab</b> <sup>2</sup>	Approval	Review for adherence to policy	1 week review	Recommendation required	No action required	Information only	Provost/President	Information only	Annual report provided to board with approvals
Planning requests for <b>new degree programs</b> <sup>1,3</sup>	Approval	Review for adherence to policy	1 week review	Recommendation required	Information only	Information only	Provost	Recommendation required	Approval required
Implementation, disestablishment, name change, or merger of a <b>degree program</b> <sup>2</sup>	Approval	Review for adherence to policy	1 week review	Recommendation required	Recommendation required	Information only	Provost/President	Recommendation required	Implementation, disestablishment, merger, approval required; name change, executive director approves.
Moving <b>degree programs</b> (and concentrations) among campuses.	Approval	Information only	1 week review	Recommendation required	Advice may be requested	Information only	Provost/President	Recommendation required	Executive director approves and reports to board
Changes to <b>existing programs</b> <sup>5</sup>	Approval	Review for adherence to policy	No review required	Approval required	Recommendation required (UG only)	Information only	Vice Provost	No action required.	No action required.
Establishment, disestablishment or name change of <b>concentrations and minors</b> <sup>1,4</sup>	Approval	Review for adherence to policy	1 week review	Recommendation required	Recommendation required	Information only	Vice Provost	No action required, unless no major exists for this area	If no major exists, executive director approves and reports to board
Establishment, disestablishment or name change of undergraduate, post-baccalaureate & graduate <b>certificate programs</b> <sup>1</sup>	Approval	Review for adherence to policy	1 week review	Recommendation required	Recommendation required	Information only	Vice Provost	Information only	No action required
Changes to college/department/program <b>admission requirements</b> <sup>5</sup>	Approval	Review for adherence to policy	1 week review	Approval required	Recommendation required	Information only	Vice Provost	Information only	Reported annually
<b>New course; substantive course changes</b> (e.g., title, description, level (lower/upper division)) <sup>6</sup>	Approval	Review for adherence to policy	1 week review	No action required	Recommendation required	No action required	Vice Provost	No action required	No action required
<b>Editorial course changes</b> (e.g., number, prefix, prerequisite); <b>course deletions</b> <sup>6</sup>	Approval	Review/recommendation	No action required	No action required	No action required	No action required	Vice Provost	No action required	No action required
<b>General Studies</b> courses (new, delete, mandatory review)	No action required	Review for adherence to policy	No action required	No action required	Approval required	No action required	Information only	No action required	No action required

\* University Provost Office – send West campus proposals to [ramsdn@asu.edu](mailto:ramsdn@asu.edu)  
# Graduate proposals are reviewed by the Graduate Council and/or Graduate College Dean.  
1 Approval of Curricular Development Form by the Dean and Senior Vice President for Academic Affairs is required before beginning the formal governance approval process.  
2 Academic unit name changes do not require internal approvals but are considered by the Provost/Deans and CAOs and reported to ABOR.  
3 See [www.asu.edu/provost - Curriculum Development](http://www.asu.edu/provost - Curriculum Development) for instructions for completing Planning/Implementation Proposals for New Degree Programs; See [ACD Policy 305-01](#).

4 See [www.asu.edu/provost - Curriculum Development](http://www.asu.edu/provost - Curriculum Development) for instructions for completing Proposals for Undergraduate Academic Minors, Certificates and Subspecializations; See [ACD Policy 305-12](#).  
5 See [ACD Policy 305-03](#).  
6 See [ACRES](#).