

Northern Illinois University Office of the Provost

Procedure for Requesting a New Degree Program¹ or Off-Campus Degree-Granting Authority

- The chair/director will initiate discussions with the dean about creating a new degree program or seeking off-campus degree-granting authority for an existing degree.
- If the dean supports the initial proposal, the dean will confer with the provost about the feasibility of the request.
- With the concurrence of the provost, the chair in consultation with the dean will prepare a formal pre-proposal to support the request using the NIU Format for New or Off-Campus Program Requests form.
 - The request will include data that demonstrate demand for the program, a timeline for program approval (for a new degree program) and implementation, a line-item budget, and a narrative explaining the resource needs and funding mechanisms to deliver the program.
- The pre-proposal will be forwarded to the provost by the dean for review and discussion. The chair and/or dean will provide additional information as requested.
- The process for approval of proposals for new doctoral programs will incorporate consultation with external consultants including document review and a campus site visit as designated by the dean and the provost.
- If the provost agrees to proceed with implementation of the pre-proposal and the request is for a new degree program, the request for the program must be approved through the curricular process including 1) approval by the appropriate college curriculum committee, 2) approval by the Graduate Council Curriculum Committee and Graduate Council and/or Baccalaureate Council, and 3) approval by the NIU Board of Trustees (via the Academic Affairs, Student Affairs, and Personnel Committee). Simultaneously, an assessment plan for the new program must be approved by the University Assessment Panel. Following internal NIU approvals, the proposal is submitted to the Illinois Board of Higher Education (IBHE) as depicted in the New Program Proposal Flow Diagram.
- Following all required university level approvals, the chair/director in consultation with the dean, will prepare a full proposal for submission to the Illinois Board of Higher Education (IBHE) for either a new or off-campus degree program.
- Upon approval to deliver the program, the chair/director in consultation with the dean will prepare the necessary follow-up reports, and submit them to the provost who will forward them at the designated times.
- New programs will be added to the program review cycle for review.
- All programs will be systematically assessed in accordance with the program's approved assessment plan.

¹Note that in addition to the procedures outlined above requests for new doctoral programs also require consultation with external reviewers approved by the Office of the Provost.