### Must Know Information for a New Program, Degree, Major Pre-proposal

A pre-proposal is the first step in the new program, degree, or major process. A conversation should take place with the Vice Provost for Academic Affairs to find out if the proposed new program would be supported. In reviewing the idea, there are a number of considerations:

- Does it support achievement of the unit and college’s or school’s mission?
- Is it included in the college’s strategic plan?
- Does it contribute to fulfillment of UNLV’s mission and core themes?
- Is it included in UNLV’s Academic Master Plan?
- Does it address important issues relevant to Nevada citizens?
- Does it fit within the strategic direction of the Nevada System of Higher Education?

The checklist will guide you through the steps in the pre-proposal. It contains the information needed to complete and route the form through the approval process. The pre-proposal must be submitted with all signatures.

Please document the approval of the stakeholders listed below prior to submission:

- Faculty (by vote)
- College or school curriculum committee

The individuals below must sign the pre-proposal form and by doing so indicate their desire to move forward with the proposed program:

- College or school dean
- Unit chair or director

For questions please contact the Office of the Vice Provost for Academic Affairs at 702-895-1267.

Helpful UNLV and NSHE definitions can be found here: [http://provost.unlv.edu/vpaa/files/APAP/NSHE-BoR-UNLV-definitions.pdf](http://provost.unlv.edu/vpaa/files/APAP/NSHE-BoR-UNLV-definitions.pdf)

All documents are to be submitted by the college or school dean to vpaa@unlv.edu.

### Documents to submit:

- New Program, Degree, Major Pre-proposal Form

Please stay in contact with the Office of the Vice Provost for Academic Affairs at 702-895-1267 to track the progress of this request.

The VPAA will inform the proposer, chair/director, and dean whether the pre-proposal is approved to move forward or not.

If the pre-proposal is approved, submit approval from:

- Faculty Senate for undergrad degrees; the approved Catalog Course Authorization/Program Code form with the Registrar’s information completed.
- Graduate College for graduate degrees

If it is approved, go to [http://provost.unlv.edu/vpaa/acadprop.html](http://provost.unlv.edu/vpaa/acadprop.html), New Program, Degree, Major Proposal section and select the Proposal Checklist. The checklist will guide you through the process of the full proposal.

If it is not approved, guidance may be provided as to whether it should be revised and resubmitted or not.