CHECKLIST FOR NEW PROGRAM PROSPECTUS FOR COLLABORATIVE PROGRAMS

☐ Step #1 – Complete the Institute for Arts, Science, and Technology Cover Page

☐ Step #2 – Complete the New Program Prospectus for Collaborative Programs and draft MOU

☐ Step #3 – Review and signature from Department Chair

☐ Step #4 – Review and signature from Dean of School

☐ Step #5 – Review and signature from Provost

☐ Step #6 - Submit the packet of material to the Institute Steering Committee

☐ Step #7 – Assignment of Institute Steering Committee Representative

Institute Steering Committee Representative _________________________________

☐ Step #8 – Institute Steering Committee review and signature

☐ Step #9 – Develop the new program proposal

☐ Step #10 – Submit the new program proposal to the home institution Curriculum Committee

☐ Step #11 – After recommended approval, submit the new program proposal to the other institution Curriculum Committee

☐ Step #12 – Submit the new program proposal to the home institution Senate

☐ Step #13 – After recommended approval, submit the new program proposal to the other institution Senate

☐ Step #14 – Submit the new program proposal to President’s Office at both institutions

Approval Date 05/13