

New Undergraduate Program or Substantive Change in Academic plans

New Undergraduate Academic Program				
	Notify	Approve	Person to Forward Proposal to next level	Date
Step 0				
Champion of new degree discusses the degree with the chair/convener who discusses with the dean. The champion will prepare a Letter Of Intent The dean discusses the degree change with Faculty Administrative Committee The dean discusses plan for the new degree with the provost for preliminary consultation to prepare the degree proposal.				
New Undergraduate Academic Program and Substantive change in Academic plan				
Step 1				
	Notify	Approve	Person to Forward Proposal to next level	Date <i>(Date of each action)</i>
Department/Program level propose the substantive change Substantive Change MSCHE			Department Chair	
Department/Program Chair, Convener or Coordinator Requests feedback from those departments that may be affected by the proposed program or change	x		Department chair	
Department/Program level propose the substantive change or new proposal		x	Department Chair	
Step 2				
Faculty Undergraduate Curriculum Committee		x	Chair of the CC	
Dean of the Faculty Distributes the proposal at least one week prior to the Faculty meeting.	x		Faculty Dean	
The Faculty/School		x	Faculty Dean	
Step 3				
Academic Development Committee		x	Chair of ADC	
ADC chair sends the proposal to the chair of the senate steering committee for inclusion on the senate meeting agenda and distribution to the senate at least one week prior to the senate meeting	x		Chair of the Senate Steering Committee	
Step 4				
The university senate		x	President	
The provost sends proposal to the academic affairs committee of the BOT	x		Provost	
Academic affairs committee of the board of trustees		x	Chair of BOT Academic Affairs Committee	

Board of trustees		×	Chair of BOT	
President notifies university senate	×		President	
The office of the provost notifies 1) The registrar's office 2) The office of the dean of the faculty proposing the change. 3) The library 4) The admissions office	×		Provost	
Step 5				
The department chair/program champion fills the application proposal and collects related documents (e.g. new courses syllabi) for the new program registration/program change in the NY State Department of Education. Substantive Change MSCHE, and NYSE forms <i>**Consultation with the AUB NYSED liaison officer is necessary since the beginning of the program registration process</i>	×		Department Chair/ Program champion	
If the new program belongs to a professional discipline (e.g. engineering) or to a new or emerging field, an external review is required. The chairperson/program champion identifies a list of external reviewers with no conflict of interest and sends this list to NYSED Liaison.	×		Department Chair/ Program champion	
NYSED liaison reviews the list of reviewers and sends it to NY State Department in order to secure their approval.	×		NYSED Liaison	
The department chair/program champion invites the external reviewer(s) to evaluate the new program. Upon receiving the external reviewers' report, the department prepares a department response report. Both reports are submitted to NYSED liaison.	×		Department Chair/ Program champion	
NYSED liaison reviews all registration/program change documents and recommends necessary changes from the department/program champion. Once the revision is complete, NYSED liaison sends the final registration documents to the provost to approve and sign.	×		NYSED Liaison	
NYSED liaison submits all registration documents to NY State Education Department, coordinates between AUB and NYSED and finally notifies the provost, faculty, department, admissions' office and registrar upon completion of the registration process. The registration letter is archived in the Inventory of Registered Programs (IRP).	×		NYSED Liaison	
Step 6				
The department chair/program champion prepares the complete material and forms for the new degree program registration and approval at the Lebanese Ministry of Education and Higher Education, in coordination with the AUB registrar. MEHE	×		Registrar Office follows up with MEHE	
Once the MEHE approval is granted, the registrar submits the documents and notifies the dean of the faculty upon completion of the registration process in the Lebanese ministry of education and higher education.			Registrar	
Step 7				
The Dean of the Faculty notifies the Department/Program of the approval	×		Dean of the Faculty	
The Department/Program notifies the departments/programs affected (identified in Step 1)	×		Department Chair	