STEPS 3–7 Checklist: Approval

These items correspond with section 3-4-5-6-7 of the flowchart.

**STEP 3: Department Curriculum, College Curriculum, and University Programs Committees Approvals**
- Follow procedures of your department for new course/program approval
- Follow New Semester Program Proposal Guidelines from the UCC website (see introduction to guidelines, page 62, and a sample proposal, page 63)
- Submit/obtain new course approvals, as required

**STEP 4: Individual Course Committee (ICC) Approval**
- Monitor process, respond to questions that arise from approval bodies, as needed

**STEP 5: University Curriculum Council (UCC) and Provost’s Approval**
- Monitor process, respond to questions that arise from approval bodies, as needed (see sample UCC proposal for BSTOM, page 63, sample letter of support, page 73)

**STEP 6: Ohio University Board of Trustees Approval**
- Prepare a brief program summary to be provided to the Board of Trustees by the Provost, contact Associate Provost for Faculty & Academic Planning for guidance. (See sample resolution, page 74)

**STEP 7: Ohio Board of Regents Approval and Other Notifications**
- Reference Ohio Board of Regents website here for guidelines on preparing and submitting request for approval/notification
  - Undergraduate Programs: Prepare request for approval of new undergraduate degree program (see sample of Undergraduate Approval Request and Supplement for Online Delivery prepared by BSTOM, page 77-112; Online Supplement 113-119)
  - Graduate Programs: Contact Associate Dean, Graduate College, for guidance in preparing and submitting RACGS notification/approval documentation. RACGS requires notification of any graduate program that can be completed more than 50% online.
- Submit Ohio Board of Regents request for approval after Ohio University Board of Trustees has approved program