

Steps for Approval of New Concentrations

Faculty member has an idea for a new concentration within an existing program and discusses it with the PD and AUH, who then discusses the idea with the Dean.



Undergraduate programs: Concentrations do not require PCC review unless there are resource needs or they significantly affect another program. **

Graduate programs: Concentrations in graduate programs are typically more complicated. Graduate concentrations often act more like degree programs, and they frequently have resource needs. Thus, concentrations in graduate programs often require PCC review. Check with the AVPC to determine if PCC review is required. If needed, follow the same steps for PCC approval provided above under new programs.



Once given the approval of the PD and AUH (in consultation with the Dean) to proceed, and PCC approval is given (when required), the proposal(s) may be entered in CourseLeaf to start the C&I process.



Once the proposal has cleared C&I approvals, the concentration can begin being offered, typically starting in the fall semester. Concentrations typically do not require CAP, BOV or SCHEV approval, although there may be some exceptions for graduate programs; on occasion, they are presented to one or more of those groups.