Wilkes University Program Creation/Modification/Deletion Procedure

Author Program
Creation/Modification/Deletion
Proposal

Originator creates appropriate form(s):

- Wilkes University Curriculum Proposal Form(s)
- Business Plan Development Form (December 2012)
 Contact Marketing and IT for line item assistance
- Program Deletion Form (October 2015)



Obtain Relevant Signatures

As indicated on each form (and may include):
Effected Programs, Budget Manager,
Dean of College/School, Provost,
VP for Finance and Support Operations,
Chair of Assessment Committee,
Chair of General Education Committee



APC Consideration

DENIED

APPROVED

Proposal Rejected Obtain Provost Signature



Curriculum Committee
Consideration



APPROVED

Proposal Rejected

Faculty Consideration

Approved Proposal may require Board approval as determined by Provost and President (President's Cabinet.)

To facilitate workflow simultaneous consideration by the curriculum committee is allowed, however CC Approval occurs only after APC and Provost approval.

Provost signs off a second time, approving APC modifications to proposal.