

New Programs

When proposing a new program in the catalog (major, minor, certificate, etc.), a New Program Form is used to create the program in the catalog and gather final approval for the program details.

The New Program Form in the Curriculum Management workflow is not available for open submissions. Submitters must discuss all new programs with their Unit Leader/Dean (who will confer with the Dean/Provost's Office) and complete the **Academic Program Proposal Template** ([Word](#) / [PDF](#)) (also available on the Office of the Registrar curriculum website under "Reference and Training Documents").

Once given the go-ahead from the Dean/Provost's Office, faculty will be granted access to the New Program Form in the workflow. The below information outlines steps to complete the forms in the workflow.

New Program are usually added in the Fall of the upcoming year, but may be added for Spring if approved by Spring Supplemental Deadline and must meet [curriculum submission deadlines](#) to make it into the Review Catalog. Proposals that don't make it through the workflow by the posted deadline will be added to the following year's catalog.

Related help sheets: [Workflow Basics](#); [Program Form Definitions](#), [Catalog Headings and Structuring a Program in Workflow](#), [Deactivating Programs](#)

Jump to:

- 1) [Program information needed](#)
- 2) [Create program in workflow](#)

1) Information needed for New Program Form

- a) **Required for New Program** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):
 - i) Program Type
 - ii) Catalog (Undergraduate or Graduate)
 - iii) College
 - iv) Academic Unit
 - v) "Submitted By" (Faculty member proposing program – may be different than person creating/submitting form)
 - vi) Term and Year (Usually Fall of the upcoming year, but New Programs may be added for Spring if approved by Spring Supplemental Deadline)
 - vii) Changes Requested and Rationale
 - viii) Internal Impact Statement
 - ix) External Impact Statement (Yes/No)
 - x) Professional Education Council Review (Yes/No)

b) Program Requirements

- i) This block (beginning with “Program Title,” including “Program Requirements,” and ending with “Program Notes” will need to be filled out and structured exactly how you wish the program to appear in the catalog. See the [Catalog Headings and Structuring a Program in Workflow help sheet](#) for additional detail.
- ii) This is where the program itself will be created. Fields are:
 - (1) **Program Title:** Title of the program that will appear at the top of the catalog page, e.g., “Africana Studies B.A.” or “CLD (Culturally and Linguistically Diverse) Education Core Graduate Certificate” – see the current catalogs for assistance with naming conventions or contact the Office of the Registrar curriculum staff.
 - (2) **Program Description:** Narrative text that will be listed under the heading and prior to the start of program requirements. For most degrees, this will include a description and program requirements and/or recommendations, and sometimes Admission Requirements if needed – see the current catalogs for assistance with information that should be included or contact the Office of the Registrar curriculum staff.
 - (3) **Program Requirements:** To begin adding requirements, click the “+ Add New Requirement (Primary)” button. It will begin providing sections to add new headings, narrative, course list(s) and notes. See the [Catalog Headings and Structuring a Program in Workflow help sheet](#) for additional detail.
 - (4) **Program Notes:** These notes (optional) will be published at the bottom of the program entry, underneath any requirements listed.

PROGRAM REQUIREMENTS

Please format and include all elements that should appear in the catalog.

Program Title *Required

Program Description

A screenshot of a rich text editor toolbar. The toolbar contains various icons for text formatting and editing. From left to right, the icons are: Source (code icon), Bold (B), Italic (I), Underline (U), Strikethrough (ABC with a diagonal line), Text Color (text with a color bar), Background Color (text with a color bar), Bulleted List (three dots), Numbered List (1, 2, 3), Link (chain link), Unlink (chain link with a slash), Insert Link (chain link with a plus), Insert Image (picture icon), Table (table icon), and Source Code (code icon). The toolbar is located at the top of a text editor window.

PROGRAM REQUIREMENTS

[+ Add New Requirement \(Primary\)](#)

Program Notes

[illegible]

- c) **Basic Program Information for New Programs, if applicable** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):
- i) Organization Code
 - ii) Department Code
 - iii) CIP Code
 - iv) Four Year Plan
 - v) Statewide Articulation Agreement/Transfer Guide changes
- d) **Program Admission Information if applicable** (see [Appendix B – Program Form Definitions](#) for more information on individual fields):
- i) Admission Standards beyond University Requirements (undergraduate programs)
 - ii) Campus
 - iii) Site (for Extended Campus programs)
 - iv) Admission Requirements (upload)
 - v) Program Start Term
 - vi) Term(s) applicants can apply for
 - vii) Admission Deadlines
 - viii) Coordinator
 - ix) Tuition
 - x) Program Credits

2) Creating a Program in Workflow

a) Open New Program Form

- i) The “New Program Form” is not available for open submissions and will be provided upon approval of the Graduate School or Provost’s Office. Please reference the Academic Program Proposal Template and/or contact our Unit Leader or Dean for assistance in the development of new programs.
- ii) Once we have been notified that the Academica Proposal Template has been approved we will email you the link to the New Program form.
- iii) Copy and paste the link into your browser and hit enter, this will open up the New Program Form.
- iv) Make sure to login at the top of the form before you begin so that you can save the proposal.



Workflow State: Unsubmitted
[Print this form](#)

NEW PROGRAM FORM

LOGIN

[CURRICULUM DASHBOARD](#) [MY ITEMS](#) [DRAFT DASHBOARD](#) [ARCHIVED PROPOSALS](#)

c) Fill Out New Program Form

- i) Fill out all required fields (marked with a red “Required” tag). See above for field information. *Note: You will be able to save the form as a draft anytime and come back later. Required fields will need to be complete prior to submission.*
- ii) Click “Save” in the upper left corner.

NEW PROGRAM FORM

Helpful Links

- Academic Program Proposal Template
- New Program Help Sheet
- Curriculum Policy - University Regulations - Section 3-3-501
- Curriculum Help - Office of the Registrar

- iii) Once form is saved it now will be marked as a Draft. You will now have options to Send for Review (i.e., submit for approval) or Remove Proposal (i.e., delete). *Note: Required fields are needed for either of these options (if deleting, it is recommended to fill in required fields with placeholder text as needed as a workaround until the ability to delete the form without filling out required fields is available).*

d) Saving the Form and Returning to Complete Later

- (1) In order to continue making revisions and Saving additional times, please Lock the form by clicking the “Lock” link in the gray box at the top of the form.

- (2) Once Locked (i.e., checked out to you), the Lock button turns Red and the Save button reappears as an option on the left. Other users will not be able to make updates to the form while it is locked by you unless you click “Unlock” the form.

- (1) Finding your Draft in the Workflow

- (a) In the Curriculum Management system, you will see tabs: Archived Proposals, My Items, and Curriculum Dashboard.
 - (i) Archived: Completed proposals from current and previous curriculum cycles
 - (ii) Dashboard: ALL in-progress proposals on campus
 - (iii) My Items (must be logged in): Items you currently have access to
- (b) Open the My Items tab. Make sure “Draft” is selected as the Workbox in the upper left of the page under the teal tabs.

- (c) Under the search/filter options will be the list of proposal(s) in your Drafts. (*Note: will be titled by the program name, but new programs may have “Unnamed Item” until you fill in the Program Title field on the form.*) Click the hyperlinked “Name” and you will be taken to the Draft form to complete.

Type	Name	Modified Date	Modified By
New Program Saved	Unnamed Item 07/29/2021 10:50:50 AM ET	7/29/2021	Meagan Crews

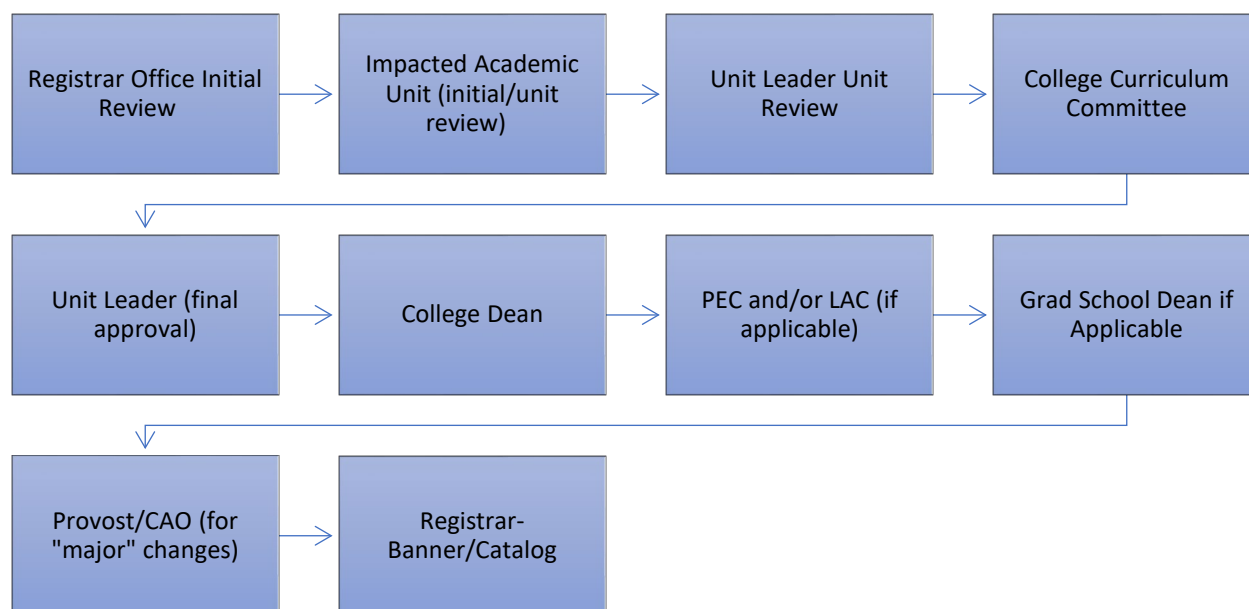
Type	Name	Modified Date	Modified By
New Program Saved	New Awesome Program B.A.	7/29/2021	Meagan Crews

b) Add a Collaborator

- i) If you have additional UNC faculty or staff that will assist or would like to review prior to submission, you may add others as a Collaborator to give them access to your form while it is in Draft.
 - (1) Click Select Collaborator(s) at the top of the form. Choose individuals from the list. Please note the faculty/staff member needs to already have an active account in Curriculum Strategy (signing in via Ursa the first time will automatically create an account).
 - (2) View [Curriculum Workflow Basics Help Sheet](#) for more information on collaborating in workflow.

c) Send for Review

- i) After all necessary fields have been filled out, you can submit the form to the next stage by selecting “Send for Review” option in the upper left corner. Below is the process the form will need to complete before being created in Banner and added to the catalog:



d) Track Proposal

- i) Updates via Email (original submitters and collaborators)
 - (1) In Progress – Update Emails

- (a) Submitters and Collaborator(s) will receive periodic emails letting them know what stage a proposal is in (see chart above).
- ii) Viewing in Curriculum Management (all users)
 - (1) In Progress – Curriculum Dashboard
 - (a) Search within the Curriculum Dashboard (will NOT appear in “My Items” or in “Archived Proposals” because it is not complete, nor is it in your workbox anymore).
 - (2) Approved – Archived Proposals (Catalog Year)
 - (a) If proposal was approved, it will be listed as Approved in Archived Proposals under the relevant catalog year (defaults to current catalog being revised).

Year

2023-2024

▼

ARCHIVED PROPOSALS

- (3) Denied – Archived Proposals (Denied Proposals)
 - (a) If proposal was denied, it will be listed as Denied in Archived Proposals under the Denied Proposals option.

Year

Denied Prop...

▼

ARCHIVED PROPOSALS

- iii) Review Catalog (all users)
 - (1) After the New Program is approved, you will be able to view it in the Review Catalog. Review Catalog links are available on the [Registrar's office website](#).



2023-24 Catalogs Available

The 2023-2024 catalogs are now available online. Please select "Print Version" in each catalog if you wish to order a bound copy or download the PDF version.

2023-24 UNDERGRADUATE CATALOG

2023-24 GRADUATE CATALOG



2024-25 Review Catalogs Available

The draft 2024-2025 catalogs are now available online. Approved changes are updated on an ongoing basis in the review catalogs.

2024-25 UNDERGRADUATE REVIEW CATALOG

2024-25 GRADUATE REVIEW CATALOG