

## New Degree Program Intent Document Process - Resubmission

**Overview:** If a New Degree Program Intent Document is rated as a “Low Priority” and not ready to move to full program development, the program faculty may choose to submit an updated document for further consideration in a subsequent cycle (fall or spring).\*

The process for Intent Document resubmission is below:

Responsibility	Action
<p><b>Author(s)</b></p>	<ul style="list-style-type: none"> <li>• <b>Update(s) Original Intent Document Submission</b> (use original form) based on Provost feedback from initial review.               <ul style="list-style-type: none"> <li>- Include(s) a <b>Brief Summary of Modifications</b> that were made.</li> </ul> </li> <li>• If changes to the Intent Document are limited to addressing the Provost’s feedback on administrative elements of the proposal (e.g. resources, timing, etc.) then no additional college-level vetting is needed.</li> <li>• <b>Deliver(s) Intent Document to Initiating Dean(s).</b></li> <li>• Note: If the changes to the Intent Document are substantial and/or involve curriculum, the Intent Document may need to go back through the <a href="#">New Degree Program Intent Process</a>.</li> </ul>
<p><b>Initiating Dean(s)</b></p>	<ul style="list-style-type: none"> <li>• If the changes to the Intent Document align with the Provost’s feedback and only involve administrative elements of the proposal, the Department Chair(s) and Dean(s) review and approve.</li> <li>• <b>Send(s) Required Items</b> to <a href="#">Provost and Senior Assistant Provost and AVP for Academic Affairs</a> prior to posting date* (Spring: February 15, Fall: October 15). Submission of the following items affirms Dean(s) support:               <ul style="list-style-type: none"> <li>- Intent Document (updated, maximum 2 pages)</li> <li>- Brief summary of modifications that were made to Intent Document</li> <li>- Assessment of Resources (updated, if applicable)</li> <li>- Summary of Faculty Input (updated, if applicable)</li> </ul> </li> </ul>
<p><b>Provost’s Office</b></p>	<ul style="list-style-type: none"> <li>• <b>Notifies the initiating Dean(s) regarding priority rating of resubmitted Intent Document.</b></li> <li>OR</li> <li>• Advises Dean(s) if the Intent Document will need to go back through the <a href="#">New Degree Program Intent Process</a> due to type and extent of modifications that were made to the original proposal.</li> </ul>

See [additional information](#) about the New Degree Program Intent Document Process.

\* Exception: Ph.D. Intent Documents are on a rolling schedule – they can be submitted at any time and will be posted once received and processed.