

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
Author(s)	<ul style="list-style-type: none"> • Update(s) Original Intent Document Submission (use original form) based on Provost feedback from initial review. <ul style="list-style-type: none"> - Include(s) a Brief Summary of Modifications that were made. • 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. • Deliver(s) Intent Document to Initiating Dean(s). • Note: If the changes to the Intent Document are substantial and/or involve curriculum, the Intent Document may need to go back through the New Degree Program Intent Process.
Initiating Dean(s)	<ul style="list-style-type: none"> • 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. • Send(s) Required Items to Provost and Office of Academic Program and Curriculum Management 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"> - Intent Document (updated, maximum 2 pages) - Brief summary of modifications that were made to Intent Document - Assessment of Resources (updated, if applicable) - Summary of Faculty Input (updated, if applicable)
Provost’s Office	<ul style="list-style-type: none"> • Notifies the initiating Dean(s) regarding priority rating of resubmitted Intent Document. OR • Advises Dean(s) if the Intent Document will need to go back through the New Degree Program Intent Process due to type and extent of modifications that were made to the original proposal.

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.