

## Processing Timeline for LAS Degree Programs

Departments are encouraged to forward draft proposals to the LAS Office for review prior to formal submission. Submit drafts to Associate Dean Karen Carney or Associate Director Amy Elli. For new curricula, LAS will obtain the required letter of support from the University Library.

Formal submission- Once the proposal is ready for formal submission, departments should obtain signatures from the Unit Executive Officer and School Director (if applicable).

LAS Courses and Curricula Committee Review- The LAS C&C evaluates proposals on their academic merits.

LAS Dean's Cabinet receives proposals for new and significantly revised curricula and further evaluate proposals for any fiscal implications. The proposals are then reviewed by the LAS Executive Committee.

Proposal ready to leave LAS- depending on the type of proposal the next step varies:

Teaching curricula will be submitted to the Council on Teacher Education

Graduate programs will be submitted to the Graduate College.

Undergraduate programs will be submitted to the Provost Office

Senate Educational Policy Committee reviews all curricula proposals.

Visit the [Provost website](#) for specific information on the next levels of review.

How long does this process normally take? From formal submission through Senate approval- roughly 9-12 months. For proposals that require additional review (Board of Trustees and Illinois Board of Higher Education) an additional 6-9 months may be needed.