UCONN | NEAG SCHOOL OF EDUCATION

Curricula and Courses Committee
Graduate Program Approval Workflow

Step 1: Faculty consults with Department Head to discuss proposal.

Step 2: Faculty submits proposal for new or revised program in online Graduate Program Action Request (GPAR) system.

Step 3: Proposal is discussed and voted on at department meeting.

Step 4: Department Head seeks approval from other 2 Neag Department Heads.

Step 5: After all approvals are in, Department Head adds "Approved" & "Date" in Comment Section of GPAR.

Step 6: Once approved in system, GPAR moves on to C&C Committee level.

Step 7: C&C Committee reviews and votes on GPAR. An electronic vote is then sent out to all Neag Faculty.

Step 8: GPAR is approved by vote of Faculty. C&C Admin then approves GPAR in system, which routes it to next stages.

Next Stages/Approvals Needed

After school/college level, GPARs move to a review stage called RCIL (Registrar/CETL/ ISSS/Library). From there, they move to the Graduate School.

	The Graduate School	Board of Trustees	CT Office of Higher Ed
Graduate Degree Programs: When adding, dropping, renaming program or changes to CIP codes, designated degrees or methods of delivery	YES	YES	YES
Graduate Degree Programs: When revising existing programs that do not involve changes to CIP codes, designated degrees, or methods of delivery	YES	NO	NO
Areas of Concentration: When adding, dropping, or renaming areas or when changes to CIP codes, designated degrees, or methods of delivery **within Psychology or Educational Psychology**	YES	YES	YES
Areas of Concentration: When adding, dropping, or renaming areas or when changes to Graduate Catalog copy or CIP codes, designated degrees, or methods of delivery **in all other Fields of Study**	YES	NO	NO

Additional information on approvals can be found here.

Helpful information:

- GPARs must be approved in the system and at Step 6 at least 2 weeks prior to Neag C&C meetings to be considered.
- ⟷ Indicates that a GPAR can be sent back to the proposer for revisions before returning to the same step.
- The proposer can track their GPAR in the system at any time via this link.
- Visit the Neag C&C web page here.
- The Graduate School Executive Committee meeting calendar is located here.
- Please allow at least 2 months for Neag internal approval processes; GPARs can take a full semester if Graduate Executive Committee or BOT approvals are needed.