Checklist for Items for submitting a NISP (Notification of Intent to Submit a Proposal)/proposal for new undergraduate programs:

* **NISP (submitted in CIM)**
  + Documentation of faculty approval (ex. Faculty meeting minutes)
  + Completed NISP
  + BOT resolution
  + Letter of support from Dean of College
  + Letters of support from Provost and President supplied by

the Office of Academic Affairs

* **Proposal (submitted in CIM)**
  + Documentation of faculty approval
  + Documentation of college committee approval
  + Completed Proposal
  + The University of Alabama System Outline for New Program Proposal (Supplement)
  + BOT resolution
  + Curriculum Plan by semester
  + Letters of support from other Deans or others
  + Letters of support from Provost and President supplied by the Office of Academic Affairs

Checklist for Items for submitting a NISP/proposal for new graduate programs

* **NISP (submitted in CIM)**
  + Documentation of faculty approval (ex. Faculty meeting minutes)
  + Completed NISP
  + BOT resolution
  + Letters of support from Graduate School Dean and College Dean
  + Letters of support from Provost and President supplied by the Office of Academic Affairs
* **Proposal (submitted in CIM)**
  + Documentation of faculty approval
  + Documentation of college committee approval
  + Completed Proposal
  + The University of Alabama System Outline for New Program Proposal (Supplement)
  + BOT resolution
  + Curriculum Plan by semester
  + Letters of support from other Deans or others
  + Letters of support from Graduate School Dean
  + Letters of support from Provost and President supplied by the Office of Academic Affairs

*Required documents for new extensions (concentrations, option, track, emphasis, specialization):*

* Proposal Form for the Addition of an Option, Track, Specialization, or Concentration, etc., to an Existing Program (Submitted in CIM)
* Resolution
* Faculty Vote
* Letter of support from the dean of the college
* If the program is requiring courses outside of the department(s), a letter of support in favor of the extension from the department(s) offering the courses.

*Required documents for new Certificate (only at the Graduate level):*

* Certificate form “Form for the Submission of Non-Degree Programs (Baccalaureate, Graduate Certificates) at Senior Institutions” (submitted in CIM)
* Non-resolution paragraph if the proposed Certificate is under 18 credit hours
* Resolution if the proposed Certificate is 18 credit hours or more
* Documentation of faculty approval
* Letter of support from the dean of the college
* If the program is requiring courses outside of the department(s), a letter of support in favor of the Certificate from the department(s) offering the courses.

*Required documents for converting an existing program to distance education:*

* Form “Converting an Approved Campus-based Degree Program to a Distance Offering”

*Required documents for changing the name of an instructional program, the degree nomenclature or the CIP Code (except for the doctoral level):*

* Form A – Alteration of CIP Code, Program Title, Degree Nomenclature
* Resolution
* Letter of support from the Dean of the College

*Required documents for degree nomenclature changes at the doctoral level:*

* Form D – Change in degree nomenclature at the doctoral level
* Resolution
* Letter of support from the Dean of the College

*Required documents for minors:*

* Minor form (submitted in CIM)
* If the program is requiring courses outside of the department(s), a letter of support in favor of the minor from the department(s) offering the courses.