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
  + Letter of support from Dean Graduate School (if applicable), will be supplied by Graduate School
  + 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
  + Assessment Plan – Including Curriculum Map
  + Letter of support from Dean
  + Letter(s) of support from others (if applicable) – other departments or colleges, other state institutions, or industry
  + Letter of support from Dean Graduate School (if applicable), will be supplied by Graduate School
  + 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 minors:*

* Minor form (submitted in CIM)
* Faculty vote
* Letter of support from the dean of the college
* Curriculum map
* 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.