Timeline for New Program Proposal
Letter of Intent to Agenda

- LOI received from institution
  - LOI must be received at least 30 days before proposal is submitted.
- System-wide LOI sent to Presidents
  - Institutions have 45 days to request a copy of the proposal.
- Proposal received from inst.
- Requested?
  - Institutions have 45 days to request a copy of the proposal.
- Emailed to Presidents
  - August 1
- Earliest Date to Submit
  - September 1
- Deadline to Request copy
  - September 15
- Requested?
  - NO
    - Begin agenda preparation
  - YES
    - Copy of proposal sent
      - Institutions have 30 days to submit a letter of concern
        - October 15
- Response received?
  - NO
    - Begin agenda preparation
  - YES
    - Send response to institution
      - Institutions have 30 days to respond to concern
        - November 15
- Receive counter-response
- Begin analysis

This timeline is an estimate of the length of time it takes for a new program to be presented to the State Regents’ staff. The timeline is not guaranteed and assumes the proposal contains all information required by policy and that State Regents’ staff does not have questions regarding the proposal.