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DLL New Online Program Approval Checklist
Degree and Certificate

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Development process:
External Phases: 1.) Exploration Phase, 2.) Development and Approval Phase
Internal Phases: 3.) Start-Up Phase, 4.) Internal DLL/UMaineOnline process

Process Steps:
1. **Phase 1 - Exploration**
   a. Department representative submits Google Form
   b. DLL Review and Approval needed to move forward
      i. As part of our review, DLL will:
         1. Generate a EMSI/Lightcast report
         2. Create a P/L projection for first 3-5 years to demonstrate potential new revenue generation
      ii. If DLL approves the proposal, the EMSI/Lightcast report will be shared with the department
2. **Phase 2 - Development and University Approval Process:**
   ● Step 1: Secure department approval by the unit(s) curriculum committee/dean(s) for this program/certificate. New degree programs require submission of an intent to plan document.

   Note: Interdisciplinary programs require approval from all involved units and colleges.
   ● Step 2: Associate Provost for DLL signs approval of proposal after unit(s) and college(s).
   ● Step 3: Endorsed new program proposal [i.e. by unit(s), college(s), DLL] is submitted to UPCC or Graduate Board approval
   ● Step 4: Once approved by UPCC or Grad Board, forward to Executive VP for Academic Affairs & Provost for further review/approval

   Note: Vice President for Research and Dean of the Graduate School conveys all graduate program proposals to the Executive VP for Academic Affairs & Provost.
   ● Step 5: Executive VP for AA & Provost reviews proposal and forwards to the UMS Vice Chancellor for Academic Affairs (VCAA) (certificates and concentrations) or to the President for approval (full degree programs), and then to the UMS VCAA. Certificates and concentrations only need approval from the UMS Chief Academic Officers (CAOs) at the UM System level. Degree programs require CAO, BOT Academic Affairs subcommittee, and final UM System BOT approval.
   ● Step 6: Once fully approved, the VCAA alerts the UMaine Provost, college, department (and Graduate School for graduate programs) and the start-up phase and subsequent rollout phases begin.

DLL initiates Phases 3 and 4

3. **Phase 3 - Start-Up Phase**
    a. DLL connects to: Admissions/Enrollment Management, FA, State Approving Agency (vet benefits), Bursar's Office, and OSR.
    b. Build application in Target X (involves the departments)
4. **Phase 4 - Internal DLL/UMaineOnline Process**
    a. Marketing
    b. Notify Operations Team
    c. Webpage Development
    d. Advising & Student Support
        i.   Target X: Build out Communications Streams and Inquiry Form

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