# Academic Alert (AA) Process Map
## New & Revised Programs

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Faculty</th>
<th>Checkpoint 1</th>
<th>Checkpoint 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 business</td>
<td>Faculty work within their department to determine necessary program revisions, rationale, implementation, teach-out plans and draft academic alert. (This includes changes mandated by external bodies).</td>
<td>Up to 2 business days.</td>
<td>* External approvals may be a lengthy process.</td>
</tr>
<tr>
<td>3-5 business days</td>
<td>Faculty present their revisions to their college curriculum committee.</td>
<td>Registrar’s Office- Review draft AA and offer guidance and consultation.</td>
<td>Institutional Effectiveness- Check how changes affect program approvals.</td>
</tr>
<tr>
<td>3-5 business days</td>
<td>Possible Outcomes: Approve, Approve with Revisions, Table for future Meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 business days</td>
<td>Reviewed by Dean or Dean Designate and signed or returned to College Curriculum Committee for more clarification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 business days</td>
<td>Send the Academic Alert to the Provost’s Office.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 business days</td>
<td>Documents are sent to the Provost’s Office for signature.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Package</td>
<td>The finalized Academic Alert is published to the website and an NLU Announcement is sent out.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Last Update: October 15, 2014 |

*Registrar’s Office* - Review draft AA and offer guidance and consultation.

*Institutional Effectiveness* - Check how changes affect program approvals.

*Registrar’s Office* - Review any changes at CC committee. If not at CC, up to 2 business days.

*Dean’s Office* - Send the Academic Alert to the Provost’s Office.

*Provost* - Documents are sent to the Provost’s Office for signature.

A PDF copy of the alert is also sent out to: Marketing, Enrollment, Advising, Dean, Registrar’s Office, Admissions and the faculty lead.
University Course Outline (UCO) Process Map

**REVISED**

Update UCO with all necessary revisions.  
**Signature: Writer**  
*Timeframe: Up to 10 business days*

**NEW**

Course number for NEW courses assigned by OAR.  
Write UCO including all required information.  
**Signature: Writer**  
*Timeframe: Up to 4 weeks*

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Checkpoint 1</th>
<th>Department Chair</th>
<th>College Curriculum Committee</th>
<th>Dean</th>
<th>Provost</th>
<th>Completed Package</th>
</tr>
</thead>
</table>

**Institutional Effectiveness**

- **Approve**  
  **Signature: Dept Chair**  
  *Timeframe: Up to 5 business days*

- **Approve**  
  **Signature: Dept Chair**  
  *Timeframe: Up to 5 business days*

**Registrar’s Office- Review UCO and offer guidance during CC meeting.**  
*Timeframe: Up to 10 business days or next meeting, whichever comes first.*

- **Approve**  
  **Signature: CC Chair**  
  *Timeframe: Up to 5 business days*

- **Approve**  
  **Signature: CC Chair**  
  *Timeframe: Up to 5 business days*

**Registrar’s Office- Review UCO and assign course number during CC meeting.**  
*Timeframe: Up to 10 business days or next meeting, whichever comes first.*

- **Approve**  
  **Signature: Dept Chair**  
  *Timeframe: Up to 5 business days*

- **Approve**  
  **Signature: Dept Chair**  
  *Timeframe: Up to 5 business days*

**Dean reviews UCO (if revisions were needed, Dean must review revised UCO)**  
**Signature: Dean**  
*Timeframe: Up to 5 business days*

**Final Review & Processing**  
**Signature: Vice Provost**  
*Timeframe: Up to 2 business days*

**UCO, Signature Form & Cover**  
**Letter Sent to:**  
- Registrar  
- UCO Writer  
- Dept Chair  
- Curr. Council Chair  
- Dean

**Completed Package**  
**UCO, Signature Form & Cover**  
**Letter Sent to:**  
- Registrar  
- UCO Writer  
- Dept Chair  
- Curr. Council Chair  
- Dean

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