



# Non-Curricular Proposal Submission Form

Please refer to the [Procedures for Program Changes](#) document for information on the approvals and notifications needed for program changes and the [Proposal Submissions Specifications](#) document for an explanation of the process and a list of the materials required.

*(Please note that change approvals can take 2 semesters to complete.)*

**FORM INSTRUCTIONS:**

1. Save/download the form as a pdf.
2. After completing the information below, print and scan the form.
3. Insert it with the background materials that are specified, in the order listed, and submit to [facsen@miami.edu](mailto:facsen@miami.edu).

**Please note:** only documents in PDF format will be accepted.  
If the proposal includes a budget, they are to be submitted as a separate PDF document.

Include this checklist at the beginning of each proposal.

## KEY CONTACT PERSONNEL INFORMATION

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First Name

Last Name

Proponent's Title

Department, if applicable

School/College

E-mail

Phone

Title of Proposal

# MANDATORY MEMORANDA AND FORMAT

*Please check that each item listed below is included in the proposal package of materials, in the ORDER as listed. The applicable title (i.e. Letter of Explanation, Memo from the Dean, etc. ) is to precede each section in the materials.*

*Only proposals conforming to this format will be accepted.*

## 1. This completed checklist.

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## 2. Letter of explanation. (2-3 pages only, double spaced, 12 pt font)

Yes      No

If no, explain why:

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## 3. A memo from the dean(s) signifying approval of the faculty of the relevant School(s) / Colleges(s).

Yes      No

If no, explain why:

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## 4. A memo that all affected or relevant School / College Council(s) have approved.

Yes      No

If no, explain why:

**5. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s).**

Yes      No

If no, explain why:

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**6. A memo from the Office of Accreditation and Assessment (OAA) if the proposal involves academic programs (degrees, certificates, majors, minors, concentrations, specializations, tracks, etc.) such as new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).**

Applicable      Not applicable.

If not, explain why:

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**7. A memo from the Graduate School Dean signifying approval of the Graduate Council (for graduate programs only) OR the University Curriculum Committee (for undergraduate programs only) recommendation form.**

Applicable      Not applicable.

If not, explain why:

**8. Academic Deans Policy Council (ADPC) approval, for interdisciplinary issues and as appropriate. Please consult with the Dean of the Graduate School or the Secretary of the Faculty Senate to check if this is needed.**

Yes

No

If no, explain why:

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**9. Additional required documents as listed on the "Proposal Submissions Specifications," i.e. market analysis, budget information, assessment of library collections, etc. as specified.**

List additional documents included:

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End form.