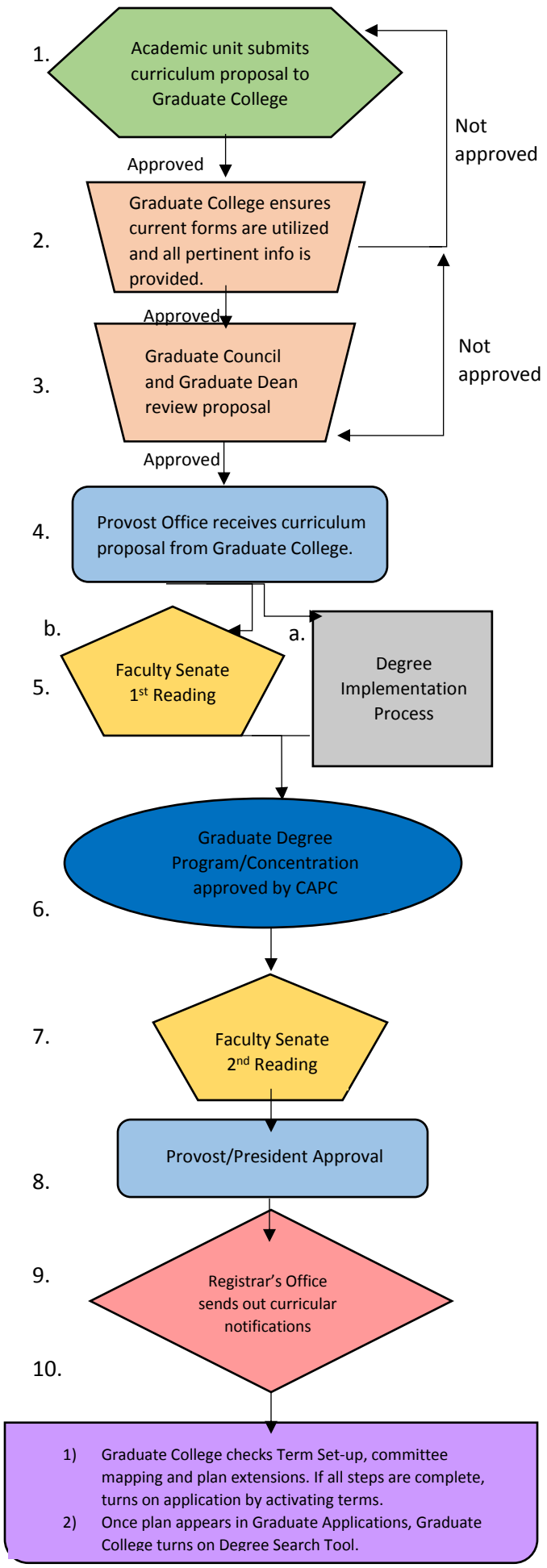
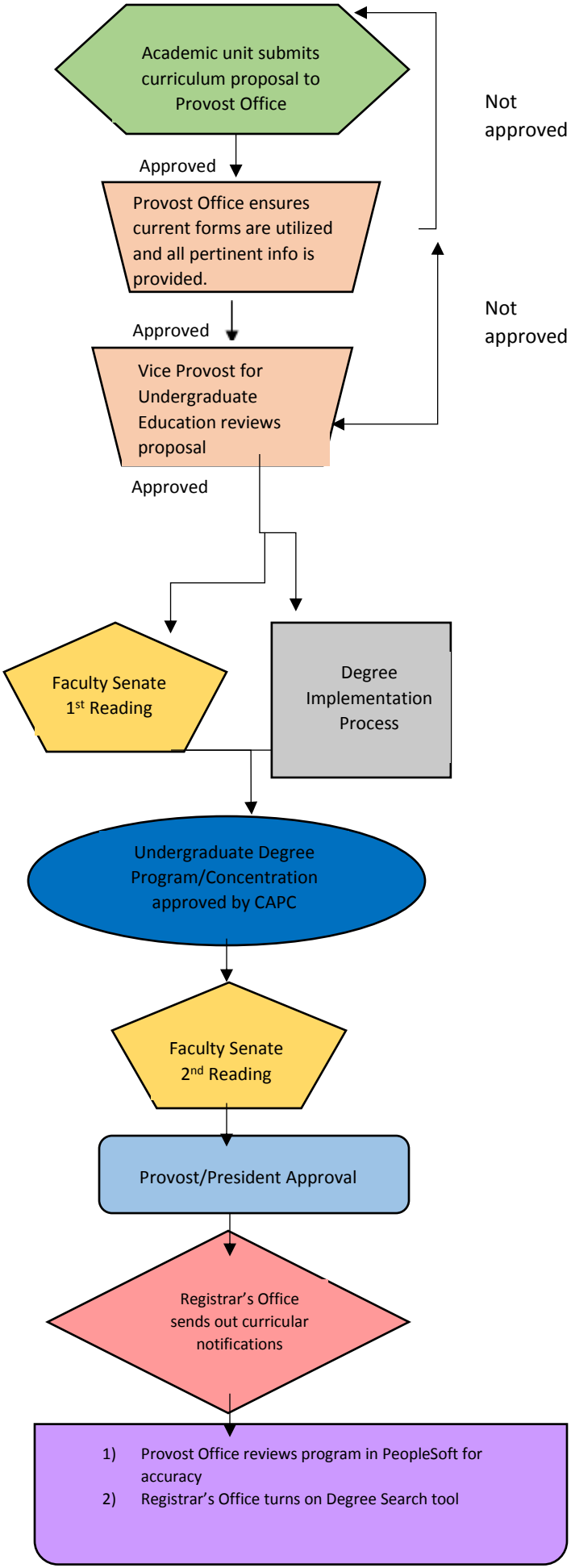
University Review (Graduate)



University Review (Undergraduate)



Graduate Degree Implementation Process

A. Provost Office sends out CAPC agenda. Registrar's Office receives a copy.

B.
1) Access CAPC agenda (https://provost.asu.edu/curriculum-development/capc) to obtain original curriculum proposals
2) Notify Graduate College of any pending graduate CAPC agenda items for new or disestablished plan codes.

C.
1) Loads necessary codes in fsaAtlas.
2) Initiates code set-up via email to GC staff.
3) If it's a new PhD program, Graduate Academic Program Development (GAPD) notifies Joan Brett that new plan has been approved by GC so she can create the Graduate Faculty.
4) Team pulls info (plan description GAAR field, degree requirements, admission requirements and contact info), from appendix in curricular proposal and enters in PS.
5) Notifies Provost Office that the new plan is ready

D.
1) Provost Office Catalog Coordinator reviews and makes necessary edits to Program Description, Degree Requirements and Contact Information in PS for spelling, grammar, style and formatting. Provost Office Catalog Coordinator notifies Graduate College that plan code has been reviewed.

E.
1) Graduate College Staff to initiate sub-plans via the Provost Office, if needed.
2) Staff loads POS requirements to PS, assigns members to committee, and maps plan code to committee.
3) Staff checks plan set-up in Academic Structure, loads Plan Extensions and Academic Plan Term Set-up table.
4) Notifies department to create a supplemental application.

F. Department creates and activates the supplemental application.

Undergraduate Degree Implementation Process

Provost Office sends out CAPC agenda. Registrar's Office receives a copy.

1) Access CAPC agenda (https://provost.asu.edu/curriculum-development/capc) to obtain original curriculum proposals

1) Setup plan table, plan extensions, plan term table with content from the approved proposal
2) Notifies Provost Office that the new plan is ready to be reviewed in PS.

1) Provost Office Catalog Coordinator reviews and makes necessary edits to Program Description, Career Opportunities, Admission Requirements and Contact Information in PS for spelling, grammar, style and formatting. Provost Office Catalog Coordinator notifies Registrar that plan code has been reviewed.

Registrar's Office actives plan on Degree Search and applications are opened.