**SUMMARY OF APPROVAL PROCESS FOR PROVISIONAL AND PERMANENT ACADEMIC PROGRAMS**

Before you begin filling out the University Faculty Senate [Academic Program Approval Form](http://www.facsen.udel.edu/sites/forms/APA_2016.doc) please read the detailed instructions for the [Approval Process for Provisional and Permanent Academic Programs](http://www.udel.edu/facsen/course/index.html#Final). Please note that a [checklist](http://www.facsen.udel.edu/sites/forms/2016Checklist.doc) has been provided to help guide you as you navigate through the Academic Program Approval Form.

In addition, there are example links added to the Academic Program Approval Form to help with side by side comparisons and resolutions should these be necessary.

Finally, you may submit the proposal to your college curriculum committee chair or assistant dean. Once approved by your college curriculum committee and/or college senate it will be forwarded to karren@udel.edu . A hardcopy with signatures will need to be sent through campus mail as well as the electronic copy.

Questions should be directed to Karren Helsel-Spry, Administrative Assistant to the University Faculty Senate President. Karren can be reached at karren@udel.edu or by phone at 302-831-2921.

Thank you.