

- _____ Dean or program director or other administrator approval
- _____ Concept paper developed
- _____ Discussion among President, VP for Finance, and Provost
- _____ Concept paper approved
- _____ Full proposal including implementation plan and financial plan approved

_____	President	_____	Date
_____	Provost	_____	Date
_____	VP Finance	_____	Date
_____	Dean/Program Director	_____	Date