

MARSHALL UNIVERSITY

GUIDELINES

INTENT TO PLAN

1. Following the HEPC's [SERIES 11: SUBMISSION OF PROPOSALS FOR NEW ACADEMIC PROGRAMS AND THE DISCONTINUANCE OF EXISTING PROGRAMS](#) (Sections 3.7, 3.8, 3.9, 4, and 5) the academic unit prepares a hardcopy and an electronic .PDF version of an Intent to Plan;
2. Both versions of the Intent to Plan are submitted to the unit's Dean for approval and forwarding to the college's Curriculum Committee;
3. Upon approval, the Dean and college curriculum committee prepares a recommendation that includes the Intent to Plan and submits both versions (hardcopy and electronic .PDF) to the chair of the university's [Academic Planning Committee](#);
4. Upon approval, the Academic Planning Committee prepares a recommendation that includes the Intent to Plan and submits both versions (hardcopy and electronic .PDF) to the Faculty Senate office;
5. Upon approval, the Faculty Senate submits the approved Intent to Plan recommendation to the university president;
6. The university president submits the Intent to Plan recommendation to the Board of Governors for discussion and action.
7. Once the Intent to Plan is approved, the academic unit may proceed to develop the degree program, following the curriculum procedures for approval of new degrees.