NAPP Step 3: Notification Phase

During the Notification Phase, the University Registrar's Office notifies relevant offices of the approved new program. This form serves as a tracking sheet to ensure all relevant offices are informed. A notification flowchart is included on Page 2 of this form.

1. Program Information

Program Name: _____

Program Type: _____ Program Level: _____

Primary College: _____ Other College(s): _____ | Primary Dept: _____ Other Dept(s): _____

Major Code: _____ ☐ New Major Code | Academic Program Code: _____ ☐ New Program Code

Degree Code: _____ ☐ New Degree Code | Diploma Template: _____

Entity: _____ ☐ New Entity | Program Location: _____ ☐ New Location

2. Director of Accreditation & Strategic Initiatives — *Middle States Approval*

Action Required? ☐ Yes ☐ No   Approved: _____ Date: _____

URO Received *(initial/date):* _____

3a. Financial Aid

Title IV Eligible? ☐ Yes ☐ No

PPA Update Required? ☐ Yes ☐ No

Staged in PowerFAIDS ☐

Approved: _____ Date: _____

URO Received *(initial/date):* _____

3b. Student Accounts

Tuition Set Up ☐

Fees Approved? ☐ Yes ☐ No

New Entity Created? ☐ Yes ☐ No

Processed: _____ Date: _____

URO Received *(initial/date):* _____

4. Director of the Office of International Education — *SEVIS/DHS Approval*

Action Required? ☐ Yes ☐ No   Approved: _____ Date: _____

URO Received *(initial/date):* _____

5. University Registrar's Office — *Departmental Notification*

Academic Offering Created: ☐ Yes ☐ No

Department Contact(s) Notified: *(initial/date):* _____

Carnegie Mellon University

New Academic Program Process (NAPP)

NAPP Step 3: Notification Phase (flowchart)

NAPP Step 2

NAPP Step 3

Vice Provost for Education

→ Approves/Denies new program and notifies University Registrar →

University Registrar's Office (URO)

→ If approved, creates new S3 codes and notifies: →

Director of Accreditation & Strategic Initiatives

Determines if Middle States review is necessary and, when any necessary review is complete, then returns form to URO to be forwarded to:

Associate Director of Financial Aid

Determines if new Program is Title IV eligible or if PPA update is required, then stages new program in PowerFAIDS and returns form to URO to be forwarded to:

Student Accounts

Sets up tuition strategy in S3, checks fees, etc., then returns form to URO to be forwarded to:

Director of Office of International Education

This step is skipped for new additional majors/minors, as tuition does not apply.

Seeks DHS/SEVIS approval, if necessary, then returns form to URO for final notification step:

University Registrar (URO)

→ Creates academic offering(s), if needed, then sends copy of completed NAPP paperwork to necessary academic department contacts. →

Academic Department

→ Advertises program and admits students