Tips and Considerations for new AMP programs

1. The proposal will be voted on by the GEC, if the vote is approved then a memo will be written to the Provost for the final approval.
   a. Signed memo from Provost will be sent to the department indicating that they may move forward with implementation.

2. Connect with the Registrar to have the AMP subplan created for both the undergraduate and graduate careers in the SIS student system.

3. Create a webpage for the program.
   a. The webpage can link to the graduate school page which has detailed instructions for students.
   b. https://graduateschool.uccs.edu/graduate-programs/accelerated-and-dual-degrees

4. Connect with the OnBase administrator to have the new program added to the list of choices for the AMP Intent Form.
   a. Determine the OnBase Workflow of what email address these forms will be going to for departmental approval.

5. Connect with the Office of Admissions to have the new AMP program added as an option on the Graduate Application.
   a. Also have a list of required application materials to accompany the Graduate Application for the Admissions checklist generation

6. Connect with the Graduate School Office so they can update their website with details

7. Consider training for those who will be involved with this program.
   a. https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/AMP%20Resource%20Guide.pdf