### Phase 1 Information Gathering

- Program meets with UTEP Connect to discuss and acquire information on the process
- State Authorization Manager researches comparable programs
- Program chair discusses with faculty
- Program acquires academic dean approval

### Phase 2 Approvals: Started 12 months + prior to desired launch

- Department meets with the Provost's Office to determine the level of approvals needed
- Department informs UTEP Connect of level of approvals and timeframe
- Department meets with committees, Faculty Senates, relevant Boards for various approvals
- Approval from Provost’s Office
- Roles and responsibilities review
- Program mapping

### Phase 3 Operations: Started at least 9, completed no later than 6 months prior to desired launch

**Courses**
- Department submits list of program courses
- UTEP Connect develops course carousel, department approves carousel
- UTEP Connect provides development schedule

**Financials**
- EUBC uses course carousel and program mapping to create financial model
- Department approves financial model
- EUBC sends financial model to VPBA for approval, Budget Office for cost center creation, and Student Business Affairs
- EUBC verifies tuition and fee distribution tables

**Marketing**
- Department submits completed marketing questionnaire
- Marketing creates copy for web page and one-sheeter
- Department approves copy
- Marketing creates website/one-sheeter/emails
- Marketing works with third-party digital marketing partner to create other materials

**Recruitment**
- Department submits recruiting and advising questionnaires
- Recruitment creates knowledge base
- Works with Office of Admissions or Graduate School for application
- Department meets the Enrollment Counselor

**State Authorization**
- Manager assesses authorization requirements
- Manager reviews extra process for licensure or internships when applicable
- Manager determines if program will be on Academic Common Market

**Advising**
- Student Success Advisor assigned for undergraduate programs
- Program clarifies degree requirements
- Graduate degree advising referred to department contacts

### Phase 4 Development: Started 4 months prior to desired launch

- Faculty take Teaching Online Academy
- Faculty submit course production proposal for new courses 16 weeks prior to start of term
- Faculty work with the Center for Instructional Design to develop online courses
- Course is tech-reviewed, department makes corrections
- Course is completed 2 weeks before start of term
- Recruitment admits first cohort
- Student Success Advisor advises and registers students for undergraduate programs
- First cohort begins

As of 03/2021