

APPROVAL PROCESS FOR ADMINISTRATIVE CHANGES

Internal Approval

1. Forward the proposal and memo to your department chairperson or program director.
2. Following signature by your department chair, forward the proposal to your College Dean for review and signature.
3. Your Dean should submit administrative change proposals to the Office of the Provost. Electronic files should be sent to Project Manager; hard copy proposals should be delivered to Administration Building, Room 310.

External Approval

1. Upon the Provost and President's approval, the Provost's Office will forward the proposal to the UT System.
2. The UT System Office of Academic Affairs staff review administrative change requests and, if approved, submit requests to the Texas Higher Education Coordinating Board (THECB) for final consideration and action.
3. After the proposal is approved by the UT System and the THECB, the change will take effect.