

## APPROVAL PROCESS FOR A NEW UNDERGRADUATE CERTIFICATE PROPOSAL

### College Level Approval

1. Forward the memo, signature page, proposal, and attachments to your department chairperson or program director. Please archive all proposals in your department.
2. Following signature by your department chair or program director, forward the proposal to your college curriculum committee for review and signature by the committee chairperson.
3. The chairperson of your college curriculum committee should forward the proposal to your College Dean for review and signature.
4. The chairperson of your college curriculum should then forward the signed proposal to the Office of the Provost in hardcopy to Administration Building, Room 310 and via email to [curriculum@utep.edu](mailto:curriculum@utep.edu). Please see the proposal submission deadlines.

### University Level Approval

1. Upon receipt, the Provost's Office will review your proposal.
2. Once the proposal has been reviewed and approved by the Office of the Provost, it will arrange for its consideration at the subsequent Undergraduate Curriculum Committee (UGCC) meeting. ***A representative from your department must be present at the UGCC meeting to introduce your proposal and answer questions.***
3. Upon approval by the UGCC, your proposal will be forwarded to the Faculty Senate for consideration. If approved, it will be held one month, awaiting approval of the Faculty Senate minutes.
4. Upon approval by the Faculty Senate of the Faculty Senate minutes, the Faculty Senate Administrative Secretary will draft an Action Report consisting of all of the items approved in the minutes.
5. The Action Report will then be sent to the President of the Faculty Senate, Provost, and President for endorsement.

### External Approval

***If the proposed certificate requires 21-36 SCH (undergraduate) or 16-29 SCH (graduate), the following process will be followed. If the proposed certificate requires less than the aforementioned SCHs, no external approval is required.***

1. Following internal approval, the Office of the Provost will notify other public institutions within a 50 mile radius 30 days prior to submitting it to the Board of Regents.
2. Upon completion of the 30-day notification, the Office of the Provost will forward the proposal to the UT System. The Executive Vice Chancellors are delegated to approve certificate, baccalaureate, and master's degree programs.
3. The Offices of Academic Affairs and Health Affairs process the proposal, review the proposal, and then electronically submit the proposal to the THECB.
4. After the proposal is approved by the THECB, the Registrar's Office will make the appropriate changes in the Catalog and on Banner.