



Step 1: Review the following to determine the contents of your proposal.

- [UT System Program Proposal site](#)
- [THECB New Programs Request website](#)
- New Bachelor's and Master's Degree Program [Certification Form](#)
- Proposal for a New Bachelor's or Master's Degree Program [Full Request Form](#)
- [Budget Spreadsheet](#)

Step 2: Seek administrative input and guidance from the Dean of the Graduate School prior to the development of the full proposal.

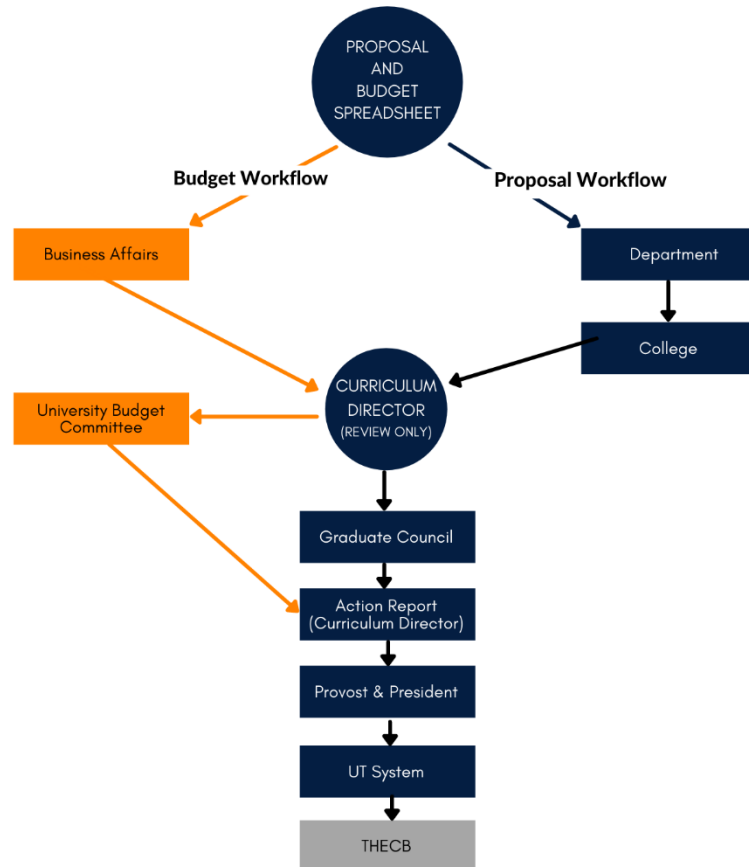
The Dean of the Graduate School will inform the Provost and schedule a required meeting with the following individuals:

- Graduate School Dean
- College Dean
- College Associate Dean for Curriculum
- Chair
- Program Director
- CAO
- Vice Provost for Curriculum Effectiveness and Improvement
- Director of Academic Reports and Curriculum.
- Representatives from all relevant colleges
 - Proposed interdisciplinary programs that span multiple colleges should include representatives from all relevant colleges in this initial meeting.

Submit for academic review. (Duration is program dependent*).

- Work with the Graduate Dean and Director of Academic Reports and Curriculum to prepare proposal. The following documents are required:
 - New Bachelor's and Master's Degree Program Certification Form
 - Proposal for a New Bachelor's or Master's Degree Program Full Request Form
 - Additional forms as needed
 - Budget Spreadsheet
 - Budget Spreadsheet (template provided by Graduate Dean)
 - Work with Graduate Dean, Graduate School CAO and College CAO to develop budget spreadsheet (copy Curriculum Director on correspondence)
 - Graduate Dean will submit budget spreadsheet to Business Affairs for review (this review is to verify that the spreadsheet is in the correct form and is ready to submit for the budget review)

- Seek administrative input on program proposal and budget spreadsheet prior to advancing documents for review by relevant committees
 - Department Chair (if applicable)
 - College Dean
 - Dean of the Graduate School



- Prior to college curriculum committee review, submit to [Director of Academic Reports and Curriculum](#), and [Vice Provost for Curriculum Effectiveness and Improvement](#).
 - Meet with [Vice Provost for Curriculum Effectiveness and Improvement](#) to discuss SACSCOC prospectus
- Submit for college curriculum review
 - After college approval will be forwarded for addition to the Graduate Council agenda
- Graduate Council review
 - Action Report will be generated from GC meeting once budget has been approved and forwarded to the Provost and President for signatures
 - Upon receipt of signed Action Report, Provost’s office will notify Texas public institutions of higher education within a 50 mile radius (EPCC and TTUHSC) of

intent to offer the new program. This adds 30 days to the process to allow time for comments before the proposal can be advanced to the UT System.

Submit for internal review. (Duration 2 months + 1 month for public notification).

- Submit proposal and budget spreadsheet to Director
- Budget Review: University Budget Committee
- The Provost will work with the college dean to schedule a review of the budget spreadsheet by the University Budget Committee
- Review and approval of the budget must be completed before submission to the President and UT System

UT System approval (Duration: 4-5 months)

THECB Review (Duration: 1-3 months)

- Staff Review
- THECB staff make recommendation to the Commissioner
- If Commissioner approves, recommendation to THECB Board