

Steps for Building a New Master's Program

Step 1: Notify the [Director of Academic Reports and Curriculum](#) of your intent to develop a new program prior to completing any forms.

- An initial meeting will be scheduled to discuss the process, forms, and documentation required for the submission of a request for a new program.
- Please ensure that your college dean is aware of your plan to develop a new program before this meeting is held.
- The Director of Academic Reports and Curriculum will inform the Provost of the request and schedule a required, initial meeting with the following individuals:
 - Graduate School Dean
 - College Dean
 - College Associate Dean (who works with curriculum/academics)
 - Department Chair
 - Program Director
 - College Administrative Officer
 - Vice Provost for Curriculum Effectiveness and Improvement
 - Director of Academic Reports and Curriculum
 - College Representatives (as needed)
- Proposed interdisciplinary programs that span multiple colleges should include representatives from all relevant colleges in this initial meeting.

Step 2: Planning Notification

- Required for all new programs
- Work with Director of Academic Reports and Curriculum to complete the Planning Notification
- Planning notification will be submitted to the THECB and UT System as soon as possible after the initial meeting.

Step 3: Budget Template

- Should be completed by the College Administrative Officer
- Prior to advancing the budget template for internal review, seek administrative input from the department chair and college dean.
- Submit budget spreadsheet to Provost for review prior to review by University Budget Committee
- Provost will consult with Vice President for Business Affairs about costs and whether a review by the University Budget Committee is necessary.
- 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 the full proposal can be submitted to the President and UT System.
- Step 3 and Step 4 (below) should be worked on concurrently.
- *Although not required, it is strongly recommended that the budget be approved before the new program proposal is presented to the Undergraduate Curriculum Committee*

Step 4: Work with Director of Academic Reports and Curriculum to prepare proposal (Duration: program dependent*)

- Complete Request for a New Master's Degree Program with less than 50% new content
OR
- Complete Request for a New Master's Degree Program with 50% or more new content

Step 5: Submit full proposal for internal review (Duration 3 months*)

- Submit proposal to Director of Academic Reports and Curriculum for review
- Submit proposal to college curriculum committee for review after the proposal has been reviewed by Director of Academic Reports and Curriculum
- College will forward approved proposal to the Director of Academic Reports and Curriculum for addition to the Graduate Council agenda.
- Proposal presented to Graduate Council for review and approval
- Action Report will be generated after Graduate Council meeting and forwarded to the Provost and President for signatures
- Upon receipt of signed Action Report, the Director of Academic Reports and Curriculum will advance the proposal to the UT System for approval.

Step 6: Submit for external review and approval

- UT System review and approval (Duration: 30-60 days*)
- THECB review and approval (Duration: 6-9 months*)
 - Staff review
 - THECB staff make recommendation to the Assistant Commissioner
 - Programs with less than 50% new content require Assistant Commissioner approval (Duration: 30-60 days)
 - Programs with 50% or more new content require Commissioner approval (Duration: 60-90 days)
- SACSCOC approval
 - Prospectus must be submitted by January 1 for programs due to start the following fall.
 - Prospectus must be submitted by July 1 for programs due to start the following spring.
 - While waiting for UTS and THECB approval work with Vice Provost for Curriculum Effectiveness and Improvement to develop prospectus for SACSCOC

**Approval timeline is an estimate – Timeline can be affected by multiple factors such as time of year submitted, staff workload, etc.*

New Master's Program Proposal Process

