

New or Revised Graduate Program Approval Flowchart

Before starting this process:

- Talk to the area component leader and college dean, especially if proposing a new program.
- New master's degree programs have to comply with [Texas Higher Education Coordinating Board \(THECB\) standards](#) and should address job market need.
- New doctoral programs require extensive documentation as outlined on the [THECB New Program Requests website](#), including the [Proposal for a Doctoral Program Form](#). If more than 50% of the program is offered by distance education, it will require the [Distance Education Degree Doctoral Form](#).
- Contact the [Office of Academic Assessment](#) to develop or revise the assessment plan as needed. The new or revised assessment plan is required to be submitted in the new or revised graduate program workflow.
- If proposing a new online/hybrid program, or proposing a change in delivery mode for an existing program from face-to-face to online/hybrid, the proposal must be approved by the Distance Education Advisory Committee (DEAC) before the proposal can go to the Provost. Talk to Dr. Lynda Murphy, Director of [Teaching and Learning with Technology](#), about this *before* starting the workflow.
- Any changes to the number of credit hours in a degree program are required to be reported to the [Texas Higher Education Coordinating Board \(THECB\)](#). Increases to the number of credit hours in a program will require a rationale and THECB approval. Prepare the [THECB Semester Credit Hour Change Form](#) and upload into workflow with the revised program request.
- New certificates over 15 semester hours require the [Certificate Program Certification Form](#) to be submitted to THECB. Fill this out this [form](#) and upload in the workflow with the certificate request.
- Submit any course changes or new courses required for the new or revised program to the [curriculum committee](#). The curriculum committee process will happen simultaneously with the new or revised program review process.

Department

Submit through [workflow](#) – a confirmation email will be received by the person who submits the request.



Academic Component Leader



College Dean



Graduate Council

- Academic Programs Committee (reviews first)
- Full Graduate Council



New degree programs or certificate programs require notification of other public institutions of higher education within a 50 mile radius of the proposed location of the new program 30 days before submission to the Coordinating Board. Objections must be resolved before submitting requests to the Coordinating Board.



Provost

New online/hybrid programs or existing programs requesting a change in delivery mode to online/hybrid will be sent to the Provost for approval only *after* Distance Education Advisory Board approval.



Board of Regents (when applicable)

Required for new degree programs.



Texas Higher Education Coordinating Board (when applicable)

[THECB approval](#) required for:

- New degree programs

- New certificates over 15 credit hours
- New educator certificate program in a disciplinary area in which the institution already offers an undergraduate degree program
- Change in degree hours
- Doctoral programs require extensive review by the THECB before approval, including a desk review. Departments should plan for at least a year in review by THECB before receiving approval for their proposed doctoral degree. If more than 50% of the program is offered by distance education, it must also be reviewed by the Learning Technology Advisory Committee and will require the [Distance Education Degree Doctoral Form](#).