Timeline for New Program, Certificate, or Credential

<table>
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<th>Idea</th>
<th>Feasibility Slide Deck</th>
<th>THECB Form Fully Approved On Campus</th>
<th>Program Reviewed and Approvals Gained by:</th>
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<tbody>
<tr>
<td></td>
<td>Complete THECB Form</td>
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<td>• UT System/Board of Regents</td>
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<td>• THECB</td>
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<td>• SACSCOC</td>
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<td>Implement Program, Certificate, or Credential</td>
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<td>Recruit Students</td>
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Possible to complete in semester

See below for critical dates and plan accordingly

Critical Dates for External Reviews and Approvals:

**UT System Deadlines for Board of Regents Meetings**
- August 1 for the November meeting
- November 1 for the February meeting
- February 1 for the May meeting
- May 1 for the August meeting

**THECB Deadlines**
The Board meets the Fourth Thursday of January, April, July, and October. Forms are Submitted by UT System.

**SACSCOC Deadlines:**
- Jan. 1 for the June meeting to implement July – Dec of same year.
- July 1 for the December meeting to implement Jan. – June of Subsequent year.

Feasibility Slide Deck contains:
1. Program Learning Outcomes
2. Student demand for program
3. Career opportunities for graduates
4. Market analysis of competing programs
5. Potential impact on other UT Tyler-programs
6. 5-Year Enrollment Plan AND Budget for Program

Create Feasibility Slide Deck for review by:
1) Executive VP and Provost
2) Chief Financial Officer
3) Graduate or Undergraduate Dean
   * Department chair and Dean are also in attendance

Was Feasibility Slide Deck approved?

No

STOP

Yes

Meet with Associate Provost for Assessment (Dr. Berman)

(See next page)
Complete Appropriate THECB Program Form (for degree program, certificate, or credential) following instructions and appropriate deadlines from Associate Provost Berman.

Submit New Program, Certificate, or Credential into Curriculum Management Process (attach Feasibility Slide Deck as well)

Proposal Moves through Curriculum Management Portal

STOP

Was completed form approved by all?

Yes

50-Mile HERC notice sent 30-days prior to THECB submission

UT System Reviews.

UT AA Staff Reviews

Must go to UT System Regents?

no

Executive Vice Chancellor or Designee Reviews

yes

Complete Board of Regents Agenda Template (Dr. Berman assists)

Approved by UT System?

yes

(see next page)
Submit Curriculum Materials for New Courses for the New Program/Certificate/Minor/Credential

Plan developed to notify Discipline related Accreditation

Assessment Plan Finalized with College Assessment Coordinator

While waiting for SACSCOC Approval when recruiting students, make sure to include language that states the program will start pending SACSCOC approval.

THECB Review

Approved by THECB?

Yes

SACSCOC Review

Approved?

No

STOP

STOP

STOP

New Program, Certificate, or Credential Entered into UT Tyler Catalog

New Program, Minor, Certification, or Credential information sent to:
- Registrar
- Enrollment Services
- Admissions (UG and Graduate)
- Library
- Academic Success
- Military and Veterans Success Center
- Office of International Programs
- Institutional Analysis
- Student and Business Services
- Institutional Effectiveness
- Financial Aid

CELEBRATE!!!!
You can start the program.