

Creating a New Degree Program Checklist

Ideation Phase

- Dean submits the following form to Academic Administration by March 1st
https://vpaa.unt.edu/sites/default/files/documents/page/2018/new_program_certificate_notice_of_inte nt.pdf
- Deans counsel provides provost with a prioritized list of programs for market analysis in March
- Market analyses are ordered for the new programs the provost wishes to put forward by March 31st
- Based on new program budget, programs with positive market analyses move to development phase by May 20th

Development Phase

- Department Chairs contact UA to setup a meeting to discuss the information required before submitting the new program paperwork.
- There may be additional requirements for PhD programs.
- Chairs submit the following form to Academic Administration by August 1st
<https://vpaa.unt.edu/curriculum/new-prog-change-exis>
- Curriculum committee approval either September or October
- SACSCOC prospectus data provided to University Accreditation (UA), if required by November 1st
- Marketing Plan submitted to Academic Administration by December 15th

Approval Phase

- After Curriculum Committee/Final Provost Office approvals, UA submits THECB 50-mile notification
- Online course development runs tandem with new program development. Please see online course development process.
- Discipline-specific accreditations may elongate this process substantially. Please discuss discipline-specific accreditation intentions when you meet with UA prior to submitting your paperwork.
- BoR Approval Request in November or February
- SACSCOC prospectus submitted, if required (requires November BoR approval) by December 15th
- After BoR approval, THECB notification/approval

Launch/Post-Launch Phase

- Fall Launch (Summer may be possible if a SACSCOC prospectus isn't required)
- Annual Review: Evaluate enrollment, SLO data, projected/actual budget allocations
- Ensure program is collecting appropriate data for future APR/discipline-specific accreditation cycles
- End of 3rd Year: if enrollment objectives are not met, sunset criteria will be exercised



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