ACADEMIC PROGRAM & COURSE DEVELOPMENT WORKFLOW NOTIFICATIONS

	Notification 1 After Pre-Planning Meeting	Notification 2 After BOR Approval	Notification 3 After THECB Approval	Notification 4 (After SACSCOC Approval)
Proposal Originator		✓	✓	✓
Department Chair	Originator Responsibility	✓	✓	
College Associate/Assistant Dean for Academic Affairs or equivalent	Chair Responsibility	✓	✓	✓
College Dean	Chair Responsibility	✓	✓	✓
Graduate School Dean (if applicable)	✓		✓	✓
TTU Online (if applicable)	✓		✓	✓
Provost/Senior Vice President	✓			✓
Office of the Registrar		✓	✓	✓
Institutional Research		✓	✓	✓
Official Publications	✓	✓	✓	✓
Office of Planning & Assessment	✓	✓	✓	✓
Academic Program Strategy & Innovation	✓	✓	✓	✓
Undergraduate/Graduate Admissions			✓	✓
Communications & Marketing			✓	✓
Military & Veterans Programs			✓	✓
Texas Higher Education Coordinating Board	✓ Any new Degree Program			

NOTES AND CONSIDERATIONS

• Review the *Academic Program Development Workflow* or the *Course Development Workflow* to see where notifications occur in the process.
• Unless otherwise noted, the Office of the Provost will make necessary notifications.
• Notification is for planning purposes only. Programs are not to be advertised or announced before completing all required decisions & approvals.

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