



ACADEMIC PROGRAM DEVELOPMENT WORKFLOW

FOR NEW PROGRAMS AND CHANGES TO EXISTING
UNDERGRADUATE DEGREES, GRADUATE DEGREES, CONCENTRATIONS,
TRACKS, MINORS AND CERTIFICATES

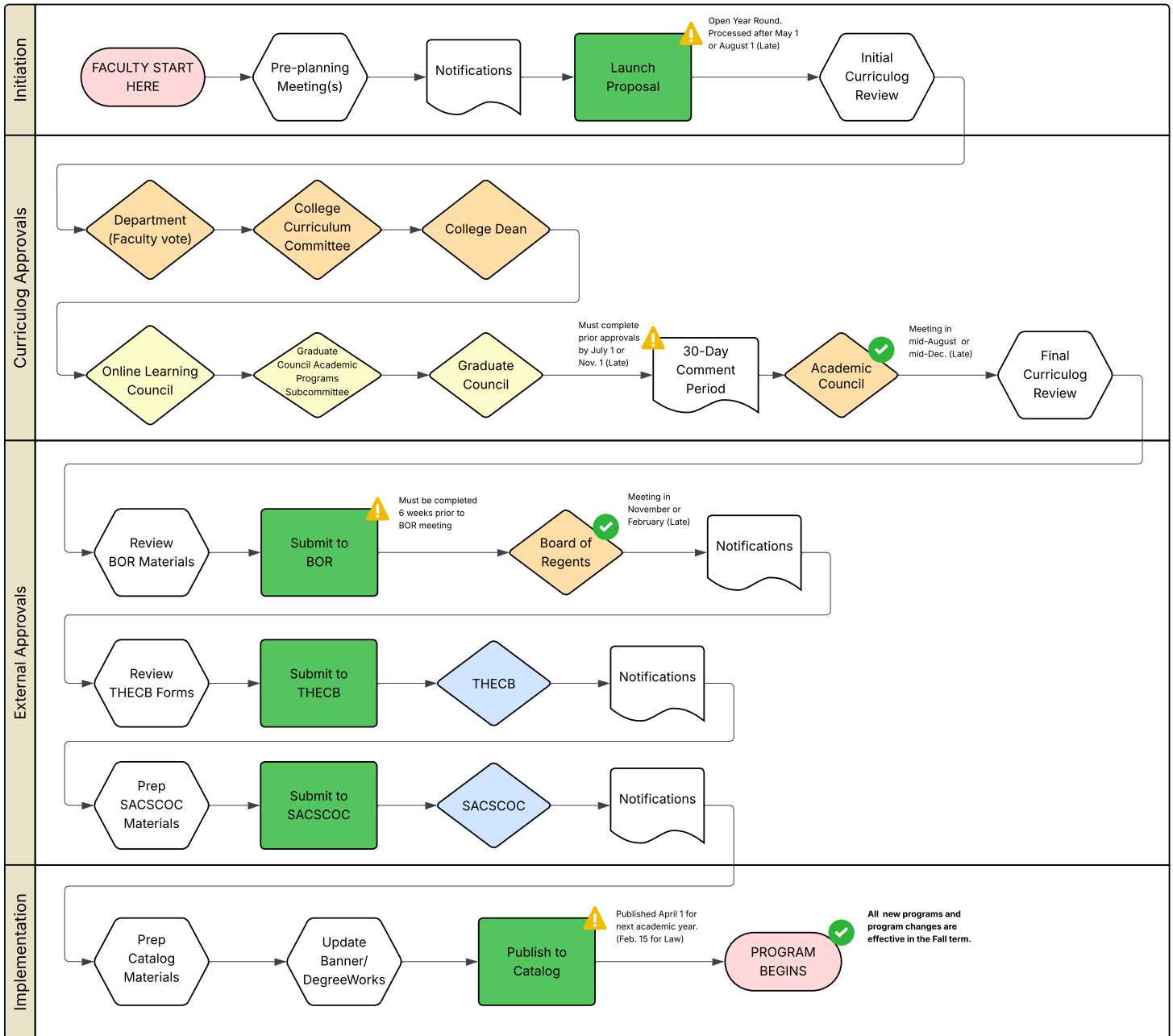


Diagram key

- Begin/End
- Preparation
- Notifications
- Submission
- Required Decision
- Optional Decision
- Approval as Needed

NOTES AND CONSIDERATIONS

Pre-Planning Meetings – All new programs should begin with a pre-planning meeting with the Office of the Provost. Depending on the type of change, additional discussions may be needed at the department or college level before submitting a proposal. Also consider whether the proposed program affects other departments, services, or systems, and consult with relevant stakeholders as needed before submitting a proposal.

Notifications – Notifications for each step will vary depending on proposal details. See the *Academic Program & Course Workflow Notifications* for details.

Deadlines – All new programs and program changes are implemented in the Fall term to align with publication of the catalog, which is effective each Fall for the following academic year. New Doctoral programs require 1 year advanced notice to THECB before the proposal is submitted for THECB Approval. Submission deadlines have been established to assist departments in completing the appropriate approvals in a timely manner. Refer to the *Academic Program & Course Development Timeline* for deadline details.

Decisions and Approvals – Optional decisions and approval as needed are based on level, modality and other program factors. Refer to the *Academic Program & Course Approval Matrix* or consult with the Office of the Provost to discuss required steps. Note: Programs are not to be advertised or announced before completing all required decisions & approvals.

COURSE DEVELOPMENT WORKFLOW

FOR NEW COURSES AND CHANGES TO EXISTING COURSES
(INCLUDING CORE COURSES)



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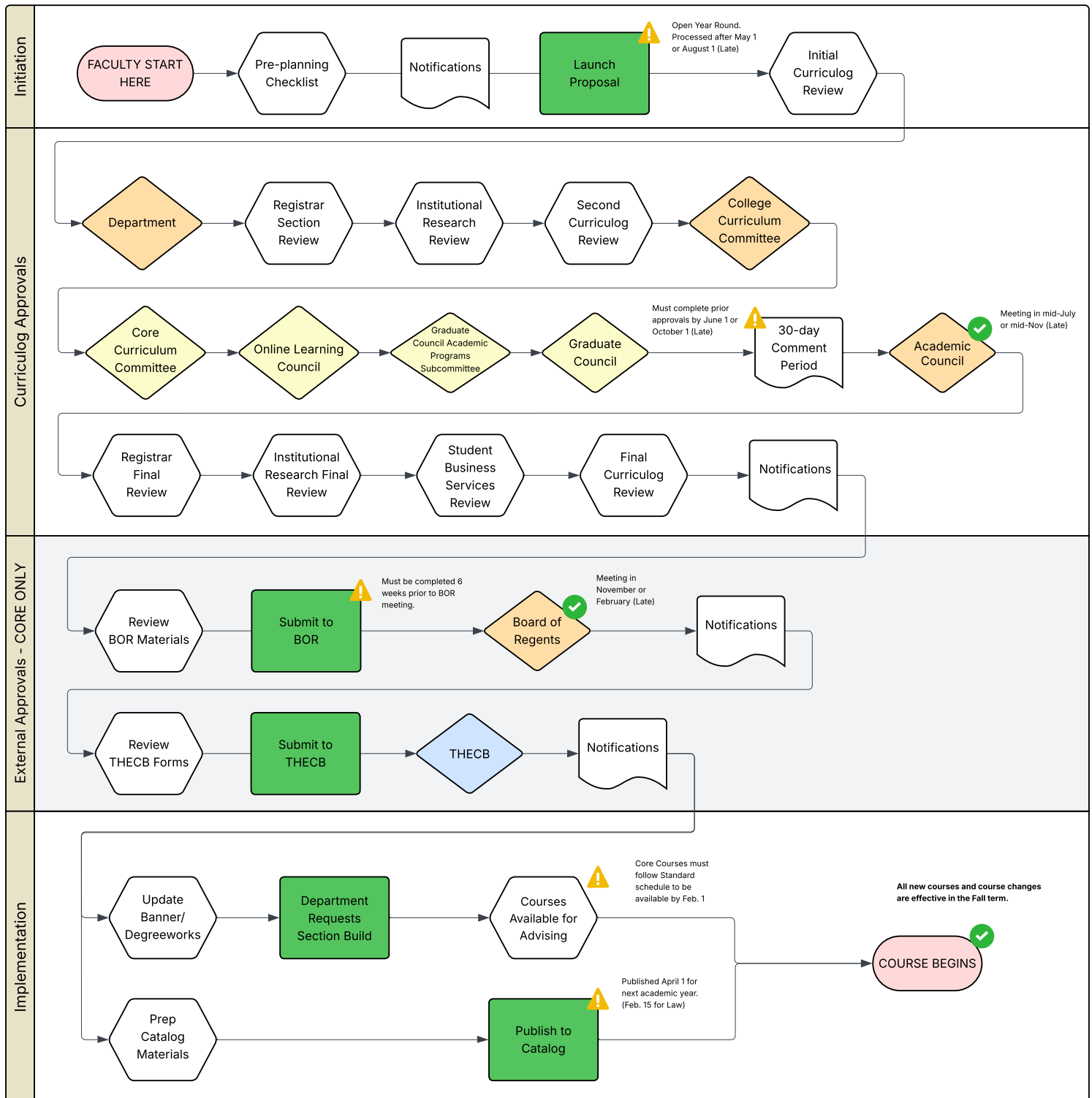


Diagram key

- Begin/End
- Preparation
- Notifications
- Submission
- Required Decision
- Optional Decision
- Approval as Needed

NOTES AND CONSIDERATIONS

Pre-Planning Meetings – Depending on the type of change, additional discussions may be needed at the department or college level before submitting a proposal. Meetings are strongly recommended for new or changes to Core Courses. Also consider whether the proposed course affects other departments, services, or systems, and consult with relevant stakeholders as needed before submitting a proposal.

Notifications – Required notifications for each step vary depending on proposal details. See the *Academic Program & Course Notification* list for details.

Deadlines – All new courses and course changes are implemented in the Fall term to align with the catalog, which takes effect each Fall for the following academic year. Courses approved on the Standard timeline will be available for advising and advance registration beginning in February. Core courses must follow the Standard timeline to ensure inclusion in registration and advising materials. Refer to the *Academic Program & Course Development Schedule* for deadline details.

Decisions and Approvals – Optional decisions and approval as needed are based on level, modality and other course factors. Refer to the *Academic Program & Course Changes Approval Matrix* or consult with the Office of the Provost to discuss required steps.



OFFICE OF THE PROVOST

TEXAS TECH

ACADEMIC PROGRAM & COURSE DEVELOPMENT SCHEDULE

While the Curriculum system remains open year-round, formal processing happens twice per year, once during the **Standard** cycle and again during the **Late** cycle. If your materials are ready, you are encouraged to submit without waiting for a specific deadline.

All approved changes, regardless of submission timing, **take effect in the Fall term** to align with the annual publication of the Academic Course Catalog.

The following recurring meetings are tied to key steps in the program and course development process and may be relevant for proposal review or discussion. Please refer to the workflows to see where each one fits.

- College Curriculum Committees – Varies
- Core Curriculum Committee – TBD

- Online Council – 2nd Thursday
- Graduate Subcommittee – 4th Thursday
- Graduate Council – 1st Thursday

- Associate Deans – 1st Tuesday
- Academic Council – 3rd Tuesday

STANDARD*

Week	May	June	July
1	Proposal Launch Deadline	Committee Approvals Due: Courses	Committee Approvals Due: Programs
2			
3		AC Notification: Courses	AC Voting Meeting: Courses
4			AC Notification: Programs
Week	August	September	October
1			BOR Submission
2			
3	AC Voting Meeting: Programs		
4			
Week	November	December	January
1		THECB & SACSCOC Approvals	
2	BOR Voting Meeting		
3			
3			
Week	February	March	April
1	Courses in Banner*		✓ Publish to Catalog
2			
3	Law Catalog Published		
4			

LATE

Week	May	June	July
1			
2			
3			
4			
Week	August	September	October
1	Proposal Launch Deadline		Committee Approvals Due: Courses
2			
3			AC Notification: Courses
4			
Week	November	December	January
1	Committee Approvals Due: Programs		BOR Submission
2			
3	AC Voting Meeting: Courses	AC Voting Meeting: Programs	
3	AC Notification: Programs		
Week	February	March	April
1	Courses in Banner*	THECB & SACSCOC Approvals	✓ Publish to Catalog
2	BOR Voting Meeting (Standard)		
3	Law Catalog Published		
4			

Diagram key

- Notifications
- Submission
- Required Decision
- Notification
- Approval as Needed

NOTES AND CONSIDERATIONS

***Core Courses** – New Core Courses or changes to Core Courses MUST follow the Standard timeline to ensure availability in Banner/DegreeWorks for Advising & Registration.

Subject to Change – The schedule is a general estimate and may vary depending on the complexity of the proposal, committee/council schedules, or external factors such as state reporting deadlines or board meeting dates. Please consult with the Office of the Provost for questions. The Office of the Provost may exercise discretion in scheduling reviews and approvals to address unique circumstances or urgent needs.

Planning Ahead – Schedule Pre-planning meetings and consultations with these timeline dates in mind to avoid delays and ensure proposals stay on track.

Sequential Approvals – Some steps in the process are dependent on prior approvals. Delays at one stage can impact the entire timeline.

Rolling Submissions – Proposals may be submitted at any time. If your materials are ready, you are encouraged to submit without waiting for a specific deadline.

ACADEMIC PROGRAM & COURSE DEVELOPMENT

DETAILED TIMELINE



Courses		Action	Programs	
STANDARD	LATE		STANDARD	LATE
INITIATION				
Committees/Councils may approve as proposals become available. Do not wait to Launch Proposals.				
Monthly (optional)		Office of the Provost Pre-Planning Meeting	Year Round	
As Needed		Cross-campus Planning Discussions	As Needed	
Year Round		Course proposals may be Launched	Year Round	
Year Round		Initial Curriculog Review	Year Round	
Varies		Department Faculty Approval	Varies	
Year Round		Registrar Section Review	N/A	
Year Round		Institutional Research Review	N/A	
Varies		College Curriculum Committees	Varies	
Year Round		College Dean approval	Year Round	
TBD		Core Curriculum Committee	TBD	
2nd Thursday		Online Learning Council meets	2nd Thursday	
4th Thursday		Graduate Council Academic Programs Subcommittee meets	4th Thursday	
1st Thursday		Graduate Council meets	1st Thursday	
May 1	August 1	Last day to Launch Proposals	May 1	August 1
Curriculog Approvals				
June 1	October 1	All approvals before Academic Council must be completed: · Department & College Curriculum Committees · College Dean approval · Online Learning Council · Graduate Council Academic Programs Subcommittee · Graduate Council	July 1	November 1
		Proposals prepared for 30 Day comment period		
Third Tuesday of June	Third Tuesday of October	Academic Council Notification Meeting	Third Tuesday of	Third Tuesday of November
First Tuesday of July	First Tuesday of November	Associate Deans Notification Meeting	First Tuesday of August	First Tuesday of December
Third Tuesday of July	Third Tuesday of November	Academic Council Voting Meeting	Third Tuesday of August	Third Tuesday of December
		Final Reviews · Registrar · Institutional Research · Student Business Services	N/A	N/A
External Approvals				
Core Courses Only		Prep BOR materials		
Mid-September	N/A - Core Courses Must follow Standard Schedule*	BOR Materials Due (6 weeks before meeting)	Mid-September	Mid-January
November		Board of Regents Meeting	November	February
		Review and Submit THECB Forms		
		Review and Submit to SACSCOC		
Implementation				
		Update Banner/DegreeWorks		
Starting in August	Starting in December	Department Requests Section Build	N/A	N/A
February 1		Courses Available for Advising	N/A	N/A
March		Official Publications works to complete	March	
February 15		Law School Catalog Published	February 15	
April 1		Academic Catalog Published	April 1	
Fall Term		Programs Begin	Fall Term	

NOTES AND CONSIDERATIONS

***Core Courses** – New Core Courses or changes to Core Courses MUST follow the Standard timeline to ensure availability in Banner/DegreeWorks for Advising & Registration.

Subject to Change – The schedule is a general estimate and may vary depending on the complexity of the proposal, committee/council schedules, or external factors such as state reporting deadlines or board meeting dates. Please consult with the Office of the Provost for questions. The Office of the Provost may exercise discretion in scheduling reviews and approvals to address unique circumstances or urgent needs.

Planning Ahead – Schedule Pre-planning meetings and consultations with these timeline dates in mind to avoid delays and ensure proposals stay on track.

Sequential Approvals – Some steps in the process are dependent on prior approvals. Delays at one stage can impact the entire timeline.

Rolling Submissions – Proposals may be submitted at any time. If your materials are ready, you are encouraged to submit without waiting for a specific deadline.



ACADEMIC PROGRAM DEVELOPMENT EXTERNAL APPROVAL MATRIX

Type of Program Change	Explanation of Program Change	BOR*	THECB	SACSCOC	SACSCOC Full Prospectus/Approval
New Programs	New degree programs with < 50% new content	✓	✓	✓	
New Programs	New degree programs with ≥ 50% new content	✓	✓		✓
New Programs	New degree program that Includes Prior Learning as Admissions	✓	✓		✓
New Programs	New doctoral and professional programs	✓	✓		✓
New Programs	Adding a concentration or track			✓ - Notification Only	
New Programs	New certificate program	✓	✓ - Notification Only	✓ - Notification Only	
New Programs	New minor	✓	✓ - Notification Only	✓ - Notification Only	
New Programs	Adding a Dual/Joint Degree w/ a non-SACSCOC institution	✓			✓
New Programs	Adding a Dual/Joint Degree w/ a SACSCOC institution	✓		✓ - Notification Only	
New Programs	Adding an Accelerated Bachelors-to-Masters Degree			✓ - Notification Only	
Closing a Program	Degree Program Closures	✓	✓ - Notification Only	✓ - Includes Teach out Plan	
Closing a Program	Certificate program Closure	✓	✓ - Notification Only	✓ - Includes Teach out Plan	
Closing a Program	Minor closure	✓	✓ - Notification Only	✓ - Includes Teach out Plan	
Modifying Existing Program	Modifying a concentration or track, minor or certificate			✓ - Notification Only	
Modifying Existing Program	Adding Method of Delivery		✓ - Notification Only	✓ - Notification Only	
Modifying Existing Program	Ending Method Delivery		✓ - Notification Only	✓ - Includes Teach out Plan	
Modifying Existing Program	Changes in Semester Credit Hours		✓ - Notification Only	✓ - Notification Only	
Modifying Existing Program	Changes in program length by 25% or more - AND - students' expected time to completion is changing by one term or more		✓ - Notification Only		✓
Modifying Existing Program	Changes in CIP Code		✓ - Includes Teach out Plan		
Modifying Existing Program	Degree Program/Certificate Name Changes		✓	✓ - Notification Only	
Modifying Existing Program	Moving a degree program across units not resulting a new college		✓		
Modifying Existing Program	Reopening a Program	✓	✓	✓	
Institutional Change	Initiating an off-campus site when 25-49% of credits for a degree at the site.	✓	✓ - Notification Only	✓	
Institutional Change	Initiating an off-campus site when ≥ 50% or more of credits for a degree at the site.	✓	✓		✓
Institutional Change	Closing an off-campus site	✓	✓		✓ - Includes Teach out Plan
Institutional Change	Adding a new institutional level of degrees offered (i.e., adding associate degrees to the TTU degree program inventory)	✓	✓		✓
Institutional Change	Renaming Academic Unit	✓	✓	✓ - Notification Only	
Institutional Change	Creating a new Academic Unit	✓	✓	✓ - Notification Only	

*BOR approval requires THECB Enrollment and Cost Analysis Spreadsheet for all new program proposals, regardless of % new content.



COURSE DEVELOPMENT EXTERNAL APPROVAL MATRIX

Type of Course Change	Explanation of Course Change	BOR*	THECB	SACSCOC	SACSCOC Full Prospectus/Approval
New Course	Propose New Course for Core Curriculum	✓ - Notification Only	✓ - Notification Only		
New Course	Propose New Course				
Modifying Existing Course	Propose Change to Existing Course for Core Curriculum	✓ - Notification Only	✓ - Notification Only		
Modifying Existing Course	Propose Change to Existing Course				
Delete Existing Course	Delete Existing Course for Core Curriculum	✓ - Notification Only	✓ - Notification Only		
Delete Existing Course	Delete Existing Course				

*BOR approval requires THECB Enrollment and Cost Analysis Spreadsheet for all new program proposals, regardless of % new content.

Revised 08.15.25

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.