ACADEMIC PROGRAM DEVELOPMENT WORKFLOW

FOR NEW PROGRAMS AND CHANGES TO EXISTING UNDERGRADUATE DEGREES, GRADUATE DEGREES, CONCENTRATIONS, TRACKS, MINORS AND CERTIFICATES
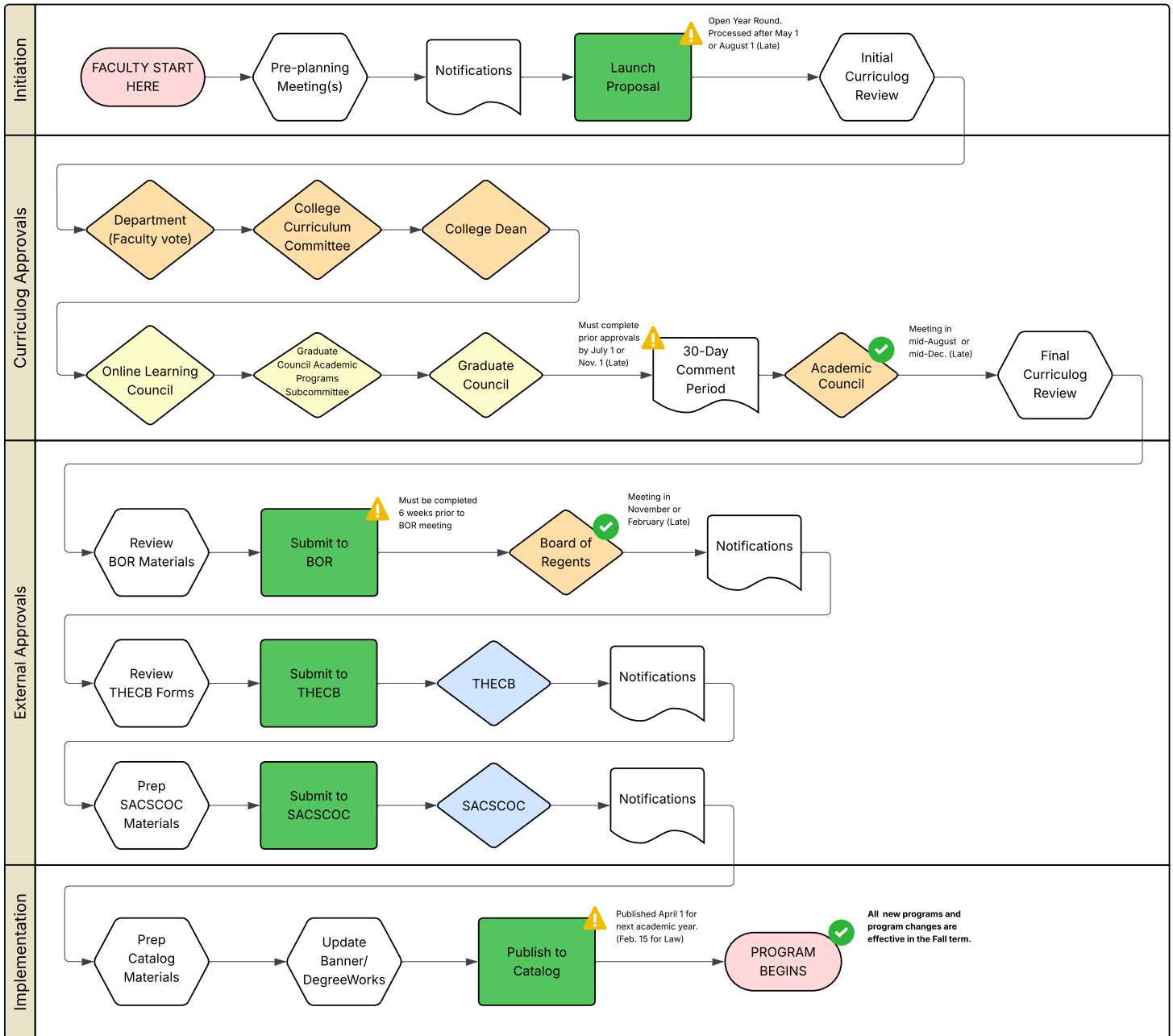
OFFICE OF THE PROVOST — TEXAS TECH

Initiation

FACULTY START HERE → Pre-planning Meeting(s) → Notifications → Launch Proposal → Initial Curriculog Review

⚠️ Open Year Round. Processed after May 1 or August 1 (Late)

Curriculog Approvals

Department (Faculty vote) → College Curriculum Committee → College Dean

Online Learning Council → Graduate Council Academic Programs Subcommittee → Graduate Council → 30-Day Comment Period → Academic Council → Final Curriculog Review

⚠️ Must complete prior approvals by July 1 or Nov. 1 (Late)

✅ Meeting in mid-August or mid-Dec. (Late)

External Approvals

Review BOR Materials → Submit to BOR → Board of Regents → Notifications

⚠️ Must be completed 6 weeks prior to BOR meeting

✅ Meeting in November or February (Late)

Review THECB Forms → Submit to THECB → THECB → Notifications

Prep SACSCOC Materials → Submit to SACSCOC → SACSCOC → Notifications

Implementation

Prep Catalog Materials → Update Banner/DegreeWorks → Publish to Catalog → PROGRAM BEGINS

⚠️ Published April 1 for next academic year. (Feb. 15 for Law)

✅ All new programs and program changes are effective in the Fall term.

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 be 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.

Revised 08.15.25