Sam Houston State University
Academic Planning
& Program Development

New Certificate Development Timeline

Average timeline in Months - Depending on team schedules and number of reviews/drafts.

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Request

- Request Form received by Program Analytics (PA) team and development begins.

2-3 Weeks

Report

- Program Analytics data is delivered.
- APPD team offers an orientation to stakeholders to discuss the proposal form and process.
- Stakeholders are added to Program Development Blackboard.

Month 1-2

Review

- Proposal is reviewed/approved by Department/ College Curriculum Committees.
- Proposal is uploaded to Program Development Blackboard for APPD review.

Month 2-3

UCC

- Proposal is uploaded to Curriculum Blackboard by the Associate Dean (UCC Rep.) or Dean.
- UCC reviews proposal; requests revisions, if applicable; and makes recommendation.

Month 3-4

Final Approvals

AAC: Notification

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Provost

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TSUS/BOR

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THECB: Notification

Month 5

Catalog Implementation

Upon TSUS/BOR approval, applied to Catalog.

Program Analytics (PA) Data Summary expires one year from delivery. If the proposal process takes longer than one year, then a new PA Data Summary must be created, and the form must be refreshed and resubmitted. Proposals are limited to two data refreshes.
The Academic Planning and Program Development (APPD) team coordinates the new proposal process and is the primary contact throughout all stages.
DCC: Department Curriculum Committee; CCC: College Curriculum Committee; UCC: University Curriculum Committee
TSUS reviews program proposal submissions with less than 50% new curriculum monthly. BOR reviews program proposal submissions with more than 50% new curriculum quarterly.