Sam Houston State University
Academic Planning & Program Development

New Degree Program 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.

3-4 Weeks

Orientation

- Program Analytics Report is created and delivered at the New Program Orientation.
- APPD Team and proposal stakeholders discuss proposal form, process, and the ProgDev Blackboard page at Orientation.

Month 1-4

Proposal Form

- Proposal stakeholders complete proposal form and required appendices.
- PA and APPD Teams review through Blackboard and provide feedback.
- Completed proposal receives final signatures.

Month 5-6

Financial Analysis

- Proposal stakeholders meet with Financial Planning and Budget Team for a Preliminary Meeting.
- Financial Analysis Report is created by the Financial Planning & Budget Team and presented during a Delivery Meeting.

UCC

- Finalized proposal is submitted to the University Curriculum Committee by the proposing college's representative of the University Curriculum Committee.

Month 6-10

Final Approvals

Provost[1]

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TSUS/BOR[2]

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30-Day Comment Period

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Texas Higher Education Coordinating Board (THECB)

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SACSCOC[3]

Program Analytics (PA) Data Report expires one year from delivery. If the program development process takes longer than one year, then a new PA Report must be created, and the form must be refreshed and resubmitted. Programs are limited to two data refreshes.

The Academic Planning and Program Development (APPD) team coordinates the new degree program proposal process and is the primary contact throughout all stages.

[1]Programs that receive the Provost's approval will be provided to the AAC through a quarterly Curriculum Notification Report.

[2]TSUS reviews program proposal submissions with less than 50% new curriculum monthly. BOR reviews program proposal submissions with more than 50% new curriculum quarterly.

[3]Necessary SACSCOC submissions occur twice a year: January and July.