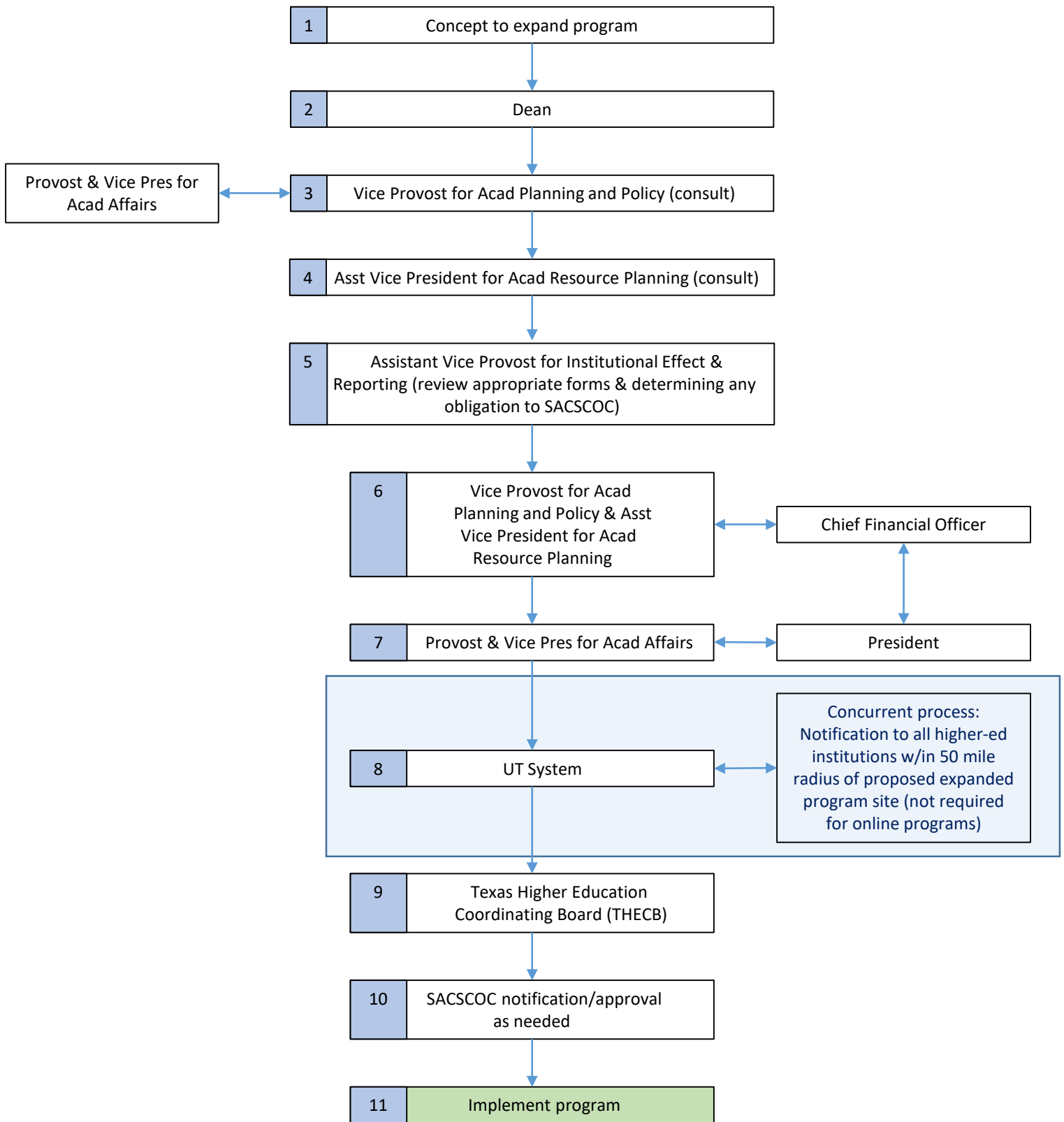


# Approval Process to Expand an Existing Degree Program

Offer an existing program at an approved off-site location or offer an existing program online



## Approval Process to Expand an Existing Degree Program

Offer an existing program at an approved off-site location or offer an existing program online

| <b>Step 1: Concept to expand program</b> |   |
|--|---|
| <b>Who is responsible:</b>               | Faculty, Chair or other   |
| <b>Length of time:</b>                   | As needed by department   |
| <b>Description of step:</b>              | A concept to expand an existing degree program is developed and a draft business plan is created  |
| <b>Additional info:</b>                  | Chair consults with College Academic Resource Planning (ARP) Director on UTA business plan<br>Chair consults with Assistant Vice Provost for Institutional Effectiveness and Reporting (IER) to obtain THECB forms, as well as answer question on the overall process |

| <b>Step 2: Dean</b>         |  |
|-----------------------------|--|
| <b>Who is responsible:</b>  | Chair  |
| <b>Length of time:</b>      | As needed by Dean  |
| <b>Description of step:</b> | Chair consults with Dean, reviews the draft business and obtains Dean's approval |

| <b>Step 3: Vice Provost for Academic Planning and Policy</b> |  |
|--|--|
| <b>Who is responsible:</b>                                   | Chair  |
| <b>Length of time:</b>                                       | As needed by Vice Provost for Academic Planning and Policy   |
| <b>Description of step:</b>                                  | Chair consults with Vice Provost to discuss viability of expanded program and obtains approval from the Provost and Vice President for Academic Affairs on the concept |

| <b>Step 4: Assistant Vice President for Academic Resource Planning</b> |   |
|--|---|
| <b>Who is responsible:</b>   | Chair   |
| <b>Length of time:</b>   | As needed by Assistant Vice President for Academic Resource Planning                  |
| <b>Description of step:</b>  | Chair consults with Assistant Vice President on UTA business plan and financial model |

| <b>Step 5: Asst Vice Provost for Institutional Effectiveness and Reporting (IER)</b> |   |
|--|---|
| <b>Who is responsible:</b>   | Chair   |
| <b>Length of time:</b>   | As needed by the Asst Vice Provost for IER  |
| <b>Description of step:</b>  | The Asst Vice Provost for IER will review appropriate THECB forms and determine any obligation to SACSCOC |

| <b>Step 6: Vice Provost for Acad Planning and Policy &amp; Asst Vice President for Acad Resource Planning</b> |  |
|---|--|
| <b>Who is responsible:</b>  | Chair  |
| <b>Length of time:</b>  | As needed by the Vice Provost for Academic Planning and Policy & Assistant Vice President for Academic Resource Planning |
| <b>Description of step:</b>   | The Assistant Vice President for Academic Resource Planning will obtain approval from the Chief Financial Officer        |

| <b>Step 7: Provost &amp; Vice Pres for Acad Affairs</b> |   |
|---|---|
| <b>Who is responsible:</b>                              | Vice Provost for Academic Planning and Policy will forward proposal to the Provost & Vice Pres for Acad Affairs                             |
| <b>Length of time:</b>                                  | As needed by the Provost & Vice Pres for Acad Affairs   |
| <b>Description of step:</b>                             | The Provost & Vice Pres for Acad Affairs approves and obtains approval from the President, who may consult with the Chief Financial Officer |

| <b>Step 8: UT System</b>    |   |
|-----------------------------|---|
| <b>Who is responsible:</b>  | Assistant Vice Provost of IER sends to the UT System – Exec Vice Chancellor of Acad Affairs                             |
| <b>Length of time:</b>      | Up to 60 days until approved  |
| <b>Description of step:</b> | Requests for bachelor’s and master’s program do not go the Board of Regents for approval. [Rebecca is checking on this] |

| <b>Step 9: Texas Higher Education Coordinating Board (THECB)</b> |   |
|--|---|
| <b>Who is responsible:</b>                                       | UT System will forward request to the THECB upon their approval   |
| <b>Length of time:</b>   | May take up to 60 days for undergrad & masters degrees. Expect it to take 6-9 months for doctoral degrees.  |
| <b>Description of step:</b>                                      | Notification is required to offer bachelor’s and master’s program’s online. Approval is required to offer an existing doctoral program online. Approval is required to offer existing bachelor’s, master’s, and doctoral programs off-site. |

| <b>Step 10: SACSCOC</b>     |  |
|-----------------------------|--|
| <b>Who is responsible:</b>  | Chair  |
| <b>Length of time:</b>      | As needed by the Assistant Vice Provost of IER   |
| <b>Description of step:</b> | Chair provides any needed documentation discussed in step 5 to Assistant Vice Provost for IER for submission to SACSCOC. |

| <b>Step 11: Implement program</b> |                |
|-----------------------------------|----------------|
| <b>Who is responsible:</b>        | Dean and Chair |