



**Angelo State University**  
**Operating Policy and Procedure**

**OP 04.05: Approval Process for New Degree Programs**

**DATE:** June 1, 2015

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and to establish a standardized approach in approval process for new degree programs.

**REVIEW:** This OP will be reviewed in May every three years, or as needed, by the Office of the Provost with recommended revisions forwarded through the provost and vice president for academic affairs to the president by June 1 of the same year.

**POLICY/PROCEDURE**

The new degree program process described in this OP continues only with the required approval at every stage of the request. Should approval be denied at any stage, the process ends.

Any new courses proposed as part of the new program request will be reviewed like all other new courses are reviewed with the understanding that final approval of the courses is dependent upon the final approval of the associated program.

**1. Program Approval Process**

a. To initiate the approval process for a new program, the department completes the following forms:

- (1) The [\*New Program Request Form for Bachelor's and Master's Degrees\*](#) or the [\*New Doctoral Degree Proposal\*](#); and
- (2) The [\*Request for Curriculum Change\*](#) form.

NOTE: Department chairs should confer with the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC) liaison to determine if the program qualifies as a substantive change. A letter of notification and/or prospectus to SACS-COC is prepared by the Office of the Provost in cooperation with the liaison for the president's signature for any new program qualifying as a substantive change.

The department submits all forms to the appropriate College Curriculum Committee for approval and, if appropriate, to the Teacher Education Council and/or the Graduate Council. The dean of the college in which the program originates forwards all forms to the Office of the Provost.

b. The Office of the Provost forwards the following document(s) to the University Curriculum Committee (UCC) for its review and vote: the *Request for Curriculum*

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- Change* form(s) that detail the proposed program as well as forms for the courses related to the program.
- c. Upon approval by the UCC, the Office of the Provost forwards a memorandum requesting approval of the program, a board motion, and an electronic version of the new program request/proposal to the Office of the President.
  - d. The Office of the President forwards the new program request/proposal and the board motion to the Texas Tech University System (TTUS) for inclusion on the Board of Regents' agenda.
  - e. After approval by the Board of Regents, the Office of the Provost submits materials to the Texas Higher Education Coordinating Board (THECB) based on the type of program:
    - (1) Doctoral and engineering programs: a letter of notification followed by an electronic copy of the new program request/proposal and a letter requesting approval of the program.
    - (2) All other programs: an electronic copy of the new program request and a letter requesting approval of the program.
  - f. In cooperation with the SACS-COC liaison, the Office of the Provost prepares necessary notification letters and/or prospectus materials for SACS-COC. The liaison forwards appropriate materials to the president for approval and submission to SACS-COC.

## **2. Approved Program**

- a. Upon notification(s) of approval, including SACS-COC (if required), the Office of the Provost forwards copies of the approval letters to the department, appropriate dean(s), and the Office of the Registrar.
- b. Information about the new program is added to ASU publications, both electronic and hard copy, and to the Banner system.