



Angelo State University

Operating Policy and Procedure

OP 04.05: Approval Process for New Degree Programs

DATE: April 8, 2009

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 March of odd-numbered years by the Vice Provost with recommended revisions forwarded through the Provost and Vice President for Academic and Student Affairs to the President by April 1.

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.

1. Preliminary Authority

- a. To initiate the approval process for a new program, the department completes the following forms:
 - (1) *Routing Sheet for Preliminary Authority Requests* form (Attachment A);
 - (2) *Format for Preliminary Authority Requests* form (Attachment B);
 - (3) *New Program Request Form for Bachelor's and Master's Degrees* (Attachment C) or *New Doctoral Degree Proposal* (Attachment D); and
 - (4) *Request for Curriculum Change* form(s) (Attachment E).

The department submits all forms to the appropriate College Curriculum Committee for approval and, if appropriate, to the Teacher Education Council and Dean of the College of Graduate Studies.

- b. Upon approval, all forms are forwarded to the Office of the Provost, which forwards the *Routing Sheet* (Attachment A) and completed *Format for Preliminary Authority Requests* form (Attachment B) to the ASU Southern Association of Colleges and Schools (SACS) liaison. All other forms are retained in the Office of the Provost until preliminary authority is granted.
- c. The SACS liaison reviews the proposal against SACS substantive change criteria and prepares a letter of notification to SACS for the president's signature for any new program qualifying as a substantive change. The notification may occur up to 12 months

- prior to implementation of the new program, depending on the program's scope and purpose.
- d. The SACS liaison forwards the *Routing Sheet* and completed *Format for Preliminary Authority Requests* form to the Office of the President.
 - e. The Office of the President forwards the completed *Format for Preliminary Authority Requests* form (Attachment B) to the Texas Tech University System Designee for approval.
 - f. Upon approval by the TTUS Designee, the Office of the Provost forwards a letter requesting Preliminary Authority and the original *Format for Preliminary Authority Requests* form to the Texas Higher Education Coordinating Board (THECB).
 - g. The THECB forwards a decision letter to ASU granting or denying Preliminary Authority.

2. Post-Preliminary Authority

- a. The Office of the Provost forwards a copy of the THECB decision letter to the department. The Office of the Provost also forwards the following documents to the University Curriculum Committee for its approval: *Format for Preliminary Authority Requests* form (Attachment B); *New Program Request Form for Bachelor's and Master's Degrees* (Attachment C) or *New Doctoral Degree Proposal* (Attachment D), *Request for Curriculum Change* form(s) (Attachment E); and a copy of the THECB decision letter to the University Curriculum Committee for its consideration of the proposed program.
- b. Upon approval by the University Curriculum Committee, the Office of the Provost forwards a memorandum requesting approval of the program, a board motion, and an electronic version of the new program (Attachment C or Attachment D) to the Office of the President.
- c. The Office of the President prepares six copies of the program proposal (Attachment C or Attachment D) for the TTUS Designee's approval.
- d. The Office of the Provost forwards three copies of the approved program, the TTUS Board motion, agenda item, and a letter requesting approval of the program to the THECB. The Office of the Provost forwards one copy of the program to the Office of the President. Two copies of the program remain in the Office of the Provost.
- e. The Office of the Provost prepares a letter (to be reviewed by the SACS liaison) for the president's signature notifying SACS of the approval of the new program by THECB and the TTUS Board of Regents if it is a substantive change. A copy of the THECB letter of approval, TTUS Board motion, TTUS Board agenda item, and *New Program Request Form for Bachelor's and Master's Degrees* or *New Doctoral Degree Proposal* are forwarded with the letter of notification.
- f. Upon notification of SACS approval, the Office of the Provost forwards copies of the SACS approval letter and the THECB approval letter to the appropriate dean(s) and Office of the Registrar. The department receives copies of the SACS approval letter, the THECB approval letter, and the approved program.

- g. Information about the new program is added to ASU publications, both electronic and hard copy, and to the Banner system.

Attachment A: [*Routing Sheet for Preliminary Authority Requests*](#)

Attachment B: [*Format for Preliminary Authority Requests*](#)

Attachment C: [*New Program Request Form for Bachelor's and Master's Degrees*](#)

Attachment D: [*New Doctoral Degree Proposal*](#)

Attachment E: [*Request for Curriculum Change*](#)