



PROGRAM DEVELOPMENT OVERVIEW

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The [Office of Academic Planning and Program Development](#) is your point-of-contact for all new program development. This includes new academic programs (bachelors, masters, and doctoral level) as well as new certificates and minors.



New Degree Program Proposals



New Certificate & Minor Proposals



Resources & FAQs

Academic Planning and Program Development

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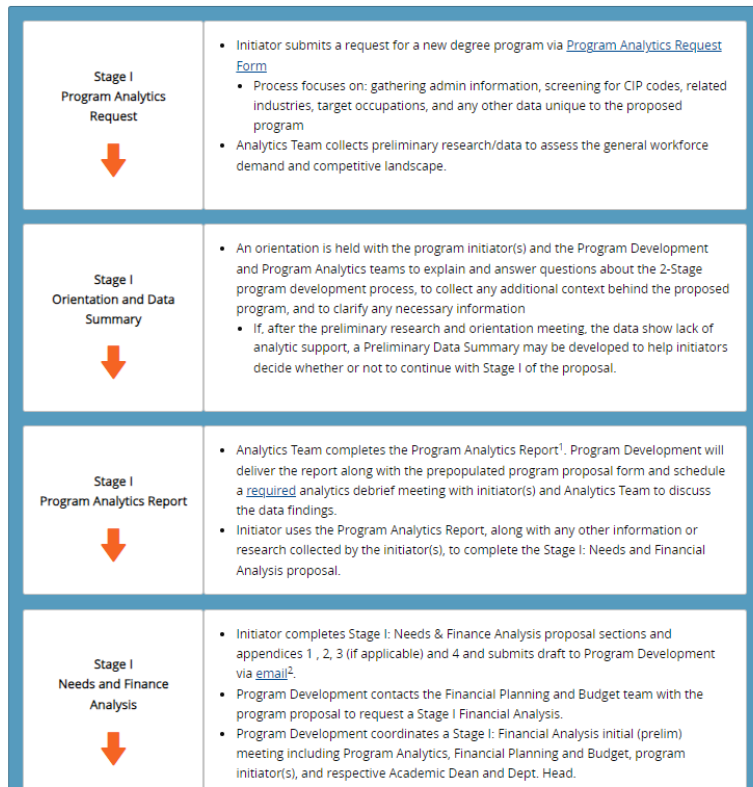
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The first step for all program development services is through the [Program Analytics Request Form](#).

[Submit PA Request Form](#)

New Degree Program Development Process

The process for new academic programs can be found below. Please note that the first step in initiating this process is via the [Program Analytics Request Form](#).



	<ul style="list-style-type: none"> • All additional Stage I information/clarification is gathered in the initial meeting and Finance Planning and Budget team begins completing the Financial Analysis required for Stage I. • Upon delivery of the Financial Analysis, Program Development coordinates a debrief meeting where Financial Planning and Budget team presents the findings.
<p>Stage II Content & Quality</p> 	<ul style="list-style-type: none"> • Initiator completes the Stage II: Content & Quality proposal, with any support as needed from Program Development, and acquires all approval signatures. • Associate Dean (UCC Representative) submits the completed Stage II: Content & Quality proposal for UCC review through the T:Drive folder: Curriculum at one of the curriculum entry points (Month 1) • The Program Development reviews submission to ensure all sections in Stage II: Content & Quality proposal are complete and the latest proposal has been submitted. • The Program Development process is complete, and the proposal now goes through University Curriculum Committee review processes, followed by Academic Affairs Council, Board of Regents, and The Texas Higher Education Coordinating Board.

¹Program Analytics Report data expires one year from delivery. Please, plan accordingly to ensure each stage is completed in a timely manner. If the new program development process takes longer than one year, a new Program Analytics Report must be completed, and Stage I: Needs & Finance Analysis must be refreshed and resubmitted, causing significant delays in the process

²Once initiator has submitted the Stage I: Needs and Finance Analysis draft to Program Development, the initiator is encouraged to start working on Stage II: Content & Quality.