CURRICULUM FORMS

Academic Planning and Program Development

Select Language ▼

New Embedded Associate Degree −

The **New Embedded Associate Degree** proposal is to be used to propose a new embedded associate degree program within an existing baccalaureate degree program **(for stop-out purposes only).**

Note: The minimum number of semester credit hours (SCH) for an embedded associate degree is 60 SCH plus 42 SCH of Core Curriculum.

What to expect (workflow process):

Initiator ≫ Chair ≫ DCC & CCC ≫ UCC ≫ AAC & Provost ≫ President ≫ BOR ≫ THECB

When to submit:

Curriculum forms, both SHSU and THECB, (electronic) may be submitted by the Academic Dean or Associate Dean (University Curriculum Committee Representative) to the Curriculum folder on the T-drive **by the 1st day** of the following months:

UCC Submission	BOR Meeting
May/June/July	November
September/October	February
November/January/February	May
March/April	August

New Degree Program Request (Estimated cost less than $2 million) –

The New Degree Program Proposal: Stage I Needs & Financial Analysis form is to be used to propose a new bachelor or master's degree program that **is not** 1) in Engineering and/or 2) **does not have** an estimated cost of more than $2 million in the first five years of operation. The New Degree Program: Stage I Needs & Financial Analysis proposal form is the **first stage** in a two-stage---**I Needs & Financial Analysis;** and II Content and Quality---review/approval process with the appropriate workflows designated between each stage.

Note: Before starting this form, please submit a Program Analytics Request form to begin the New Program Development process.

The New Degree Program Proposal: Stage II Content and Quality form is to be used to propose a new bachelor or master's degree program that **is not** 1) in Engineering and/or 2) **does not have** an estimated cost of more than $2 million in the first five years of operation. The New Degree Program: Stage II Content and Quality proposal form is the second **stage** in a two-stage---I Need & Financial Analysis; and **II Content and Quality**---review/approval process with the appropriate workflows designated between each stage.

Note: Before submitting this form to Program Development, both a New Degree Program Proposal: Stage I Need and Financial Analysis must have completed the review/approval process with all required signatures.

What to expect (workflow process):

Initiator ≫ Chair ≫ DCC & CCC ≫ UCC ≫ AAC & Provost ≫ President ≫ BOR ≫ THECB ≫ Catalog

When to submit:

Curriculum forms, both SHSU and THECB, (electronic) may be submitted by the Academic Dean or Associate Dean (University Curriculum Committee Representative) to the Curriculum folder on the T-drive **by the 1st day** of the following months:

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Helpful Hints: New Degree Program Proposal form *(forthcoming)*

Download a printable Review Process pdf.

New Doctoral Degree Program Request

The New Doctoral Degree Program Proposal form is to be used to propose a new Doctoral or Professional degree program. The THECB requires planning notification to be submitted one year prior to full proposal submission for all doctoral and professional programs. Therefore, please, ensure that the

Office of Academic Planning and Program Development has been notified of intent to propose a new doctoral degree program.

The New Doctoral Degree Program: Stage I Needs & Financial Analysis proposal form is the **first stage** in a two-stage---**I Needs & Financial Analysis;** and II Content and Quality---review/approval process with the appropriate workflows designated between each stage.

Note: Before starting this form, please submit a Program Analytics Request form to begin the New Doctoral Program Development process.

The New Doctoral Degree Program Proposal: Stage II Content and Quality proposal form is the second **stage** in a two-stage---I Need & Financial Analysis; and **II Content and Quality**---review/approval process with the appropriate workflows designated between each stage.

Note: Before submitting this form to Program Development, both a New Degree Program Proposal: Stage I Need and Financial Analysis must have completed the review/approval process with all required signatures.

THECB Doctoral & Professional Program Approval Timeline Guidance

The THECB approval process for new doctoral programs has several stages, including internal staff review at the Coordinating Board, a desk review from an external expert reviewer, a virtual site visit from external expert reviewers, site visit reports and responses, and final approval from the Committee on Academic and Workforce Success (CAWS) and the full Board. The entire process can take up to 20 months at the very least from the time the Coordinating Board receives an institution's planning notification. Once the full proposal is received at least one year after the planning notification, the approval process takes from 6-9 months. Please keep in mind that accrediting agencies may set earlier deadlines for full Coordinating Board approval of new doctoral programs. All degree program requests submitted are required, by statute, to be approved or denied within 1 year of being deemed administratively complete.

THECB Estimated Timeline

When to submit:

Curriculum forms, both SHSU and THECB, (electronic) may be submitted by the Academic Dean or Associate Dean (University Curriculum Committee Representative) to the Curriculum folder on the T-drive **by the 1st day** of the following months:

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