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:

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

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

Download a printable Review Process pdf.

New Degree Program (Expanded) Request (Estimated cost more than $2 million)

The New Degree Program Proposal: Stage I Need and Financial Analysis form is to be used to propose a new bachelor or master's degree program **that is** 1) in Engineering; 2) **does have** an estimated cost of **more than** $2 million in the first five years of operation; and/or 3) that does not meet the certification requirements set forth in Texas Administrative Code (TAC), Title 19, Chapter 5, Subchapter C, Section 5.44 (a) (3). The New Degree Program Proposal: Stage I Need and Financial Analysis form is the **first stage** in a two-stage---**I Need and 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, a New Degree Program Proposal: Stage I Need and Financial Analysis form must have completed the review/approval process with all required signatures.

The New Degree Program Proposal: Stage II Quality and Content form is to be used to propose a new bachelor or master's degree program that is 1) in Engineering; 2) does have an estimated cost of more than $2 million in the first five years of operation; and/or 3) that does not meet the certification requirements set forth in Texas Administrative Code (TAC), Title 19, Chapter 5, Subchapter C, Section 5.44 (a) (3). The New Degree Program Proposal: Stage II Quality and Content form is the second stage in a two-stage---I Need and 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, a New Degree Program Proposal: Stage I Need and Financial Analysis form 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:

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

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