

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	May 2002
Section 2.7	Academic Policies and Procedures	Revised:	August 2017
<b>Policy 2.7.1</b>	<b>Approval and Notification of Academic Degree and Certificate Programs</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## **APPROVAL AND NOTIFICATION OF ACADEMIC DEGREE AND CERTIFICATE PROGRAMS**

---

### **Criteria**

New degree and certificate programs are developed by the faculty in consultation with their Dean. The Dean works with the President and Vice President for Academic, Faculty and Student Affairs to develop planning timelines in accordance with internal university approval processes and external notification and approval protocols established by The University of Texas System, the Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools Commission on Colleges, and specific professional accreditation bodies as appropriate. Given the complexity of launching certain degree programs, the process of notification, approval and authorization for a new degree or certificate program may take as long as two years in addition to the time it takes to plan and develop the program.

---

### **Process**

The required notification, approval, and authorization process for new degree and certificate programs is as follows:

1. New academic program initiatives are introduced in the initial planning stages through a Dean’s annual work plan presented to the President, framed in the context of the school’s and university’s strategic plan. The Dean also advises the Vice President for Academic, Faculty and Student Affairs and the Vice President and Chief Financial Officer of anticipated program proposals that may come forward, as part of the institution’s enrollment management process.
  2. The appropriate departmental and/or school-level committees review and approve proposals for degree or certificate programs that are developed within its school, and forward its written recommendation to the Dean.
  3. The Dean will consider for approval proposals for degree or certificate programs that have a favorable recommendation from the school-level committee, and will forward with the Dean’s recommendation to the Vice President for Academic, Faculty and Student Affairs.
-

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	May 2002
Section 2.7	Academic Policies and Procedures	Revised:	August 2017
<b>Policy 2.7.1</b>	<b>Approval and Notification of Academic Degree and Certificate Programs</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

Program proposals reviews are reviewed at the decanal level and undergo a technical review by the various institutional support units to ensure that the infrastructural support for the proposals are appropriate and available when the program is launched.

4. After the decanal and administrative review is completed, the proposal is presented by the Dean and Vice President for Academic, Faculty and Student Affairs to the Executive Committee, for review and approval.
5. The President or his designee will seek approval of the program proposal from the Executive Vice Chancellor for Health Affairs, The University of Texas System, and as appropriate, to The University of Texas Board of Regents for consideration and approval.
6. Upon approval of the proposal of The University of Texas System, the Office by the Executive Vice Chancellor for Health Affairs will forward the proposal to the Texas Higher Education Coordinating Board for its consideration, approval, and authorization, and submit documentation for approval, as appropriate.
7. Upon approval of the proposal by the Texas Higher Education Coordinating Board, the President will provide written notification to the President of the Southern Association of Colleges and Schools Commission on Colleges of the intent to initiate the program.
8. Upon approval and authorization by the Texas Higher Education Coordinating Board, the appropriate Dean will provide written notification of the intent to initiate the program to the specialized accrediting agency, if necessary.

The required notification, approval, and authorization process for expanded degree and certificate programs, that is, those programs operating under existing authorization and accreditation, which are to be offered off-campus, follows the same process described above. The Southern Association of Colleges and Schools Commission on Colleges

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	May 2002
Section 2.7	Academic Policies and Procedures	Revised:	August 2017
<b>Policy 2.7.1</b>	<b>Approval and Notification of Academic Degree and Certificate Programs</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

may require a site visit to the off-campus site, to ensure the off-campus program meets educational quality standards established by the Commission. This may also hold true for professional accreditation bodies.

---