

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 2	General Policies and Procedures	Effective:	May 2002
Section 2.7	Academic Policies and Procedures	Revised:	July 2011
<b>Policy 2.7.1</b>	<b>Approval and Notification of Academic Degree and Certificate Programs</b>	Responsibility:	Vice President for Academic Administration

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

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### **Criteria**

New degree and certificate programs are developed by the faculty in consultation with their Dean. It is the Dean's responsibility to provide written notification to the President, Vice President for Academic Administration, and the Vice President and Chief Financial Officer of the plan to develop new degree and certificate programs prior to consideration of the new program by the appropriate school-level committee. New degree and certificate programs should only be developed if they are in accordance with the current School and institutional strategic plans, or if they are mandated by the Texas Legislature or The University of Texas Board of Regents. It should be recognized that 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.

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### **Process**

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

1. The Dean of each School will forward written notification to the President, Vice President for Academic Administration, and the Vice President and Chief Financial Officer during degree and certificate program planning and development.
2. The appropriate School-level committee will consider for approval proposals for degree or certificate programs that are developed within its School, and will 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 a written request for proposal review by the Executive Committee to the Vice President for Academic Administration.

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4. The Vice President for Academic Administration will schedule a proposal review by the Executive Committee within 45 days of receipt of a favorable recommendation from the Dean and a request for proposal review from the Dean.
  5. Upon approval of the proposal by the Executive Committee, the President will provide written notification to the President of the Commission on Colleges, Southern Association of Colleges and Schools (SACS).
  6. Upon approval of the proposal by the Executive Committee, the President will seek approval of the program proposal from the Executive Vice Chancellor for Health Affairs, The University of Texas System.
  7. Upon approval of the proposal by the Executive Vice Chancellor for Health Affairs, the Office of the Executive Vice Chancellor will forward the proposal to The University of Texas Board of Regents for its consideration.
  8. Upon approval of the proposal from the Board of Regents, the Office of the Executive Vice Chancellor for Health Affairs will forward the proposal to the Texas Higher Education Coordinating Board for its consideration, approval, and authorization.
  9. Upon approval and authorization by the Texas Higher Education Coordinating Board, the President will provide written notification to the President of the Commission on Colleges, SACS, of the intent to initiate the program.
  10. 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, is as follows:

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11. The Dean of each School will forward written notification to the President, the Vice President for Academic Administration, and the Vice President and Chief Financial Officer during degree and certificate program planning and development.
  12. The President will provide written notification of plans for program expansion to the President of the Commission on Colleges, Southern Association of Colleges and Schools (SACS).
  13. The President will provide written notification of plans for program expansion to the Executive Vice Chancellor for Health Affairs, The University of Texas System.
  14. The Office of the Executive Vice Chancellor for Health Affairs will forward the proposal for program expansion to the Texas Higher Education Coordinating Board for its consideration, approval, and authorization.
  15. Upon approval and authorization by the Texas Higher Education Coordinating Board, the President will provide written notification to the President of the Commission on Colleges, SACS, of the intent to initiate expansion of the program.
  16. Upon approval and authorization by the Texas Higher Education Coordinating Board, the appropriate Dean will provide written notification of the intent to initiate expansion of the program to the specialized accrediting agency, if necessary.
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