**NEW PROGRAM DEVELOPMENT WORKFLOW**

| PROGRAM VIABILTY STAGE | | |
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| | **1** | **New Program Development Team[1]**<br>Route new program idea to NPDT. [For more information visit, the New Program Development page). |
| **NEEDS & RESOURCE ASSESSMENT**<br>If endorsed, work with Office of Institutional Accreditation and Office of Planning and Analysis (budget) to prepare evidence of program viability. [To initiate the process, contact Dr. Christine Shupala, AVP of Institutional Accreditation, at Christine.shupala@utrgv.edu] | **2** | |
| | **3** | **COLLEGE, DIVISION AND UNIVERSITY LEADERSHIP REVIEW**<br>Needs & resource assessment is evaluated by college, division, and university leadership. |
| PROPOSAL PREPRATION STAGE | | |
| **PREPARE PROPOSAL[2]**<br>If endorsed, proceed to work with Office of Institutional Accreditation to prepare full proposal for UTS/THECB. | **4** | |
| **UNDERGRADUATE CURRICULUM APPROVAL**<br>Route program curriculum (courses and degree plan with program and admission requirements) to the Undergraduate Committee through the Office of Curriculum and Institutional Assessment. [For assistance, email curriculum@utrgv.edu] | **5** | **GRADUATE CURRICULUM APPROVAL**<br>Route program curriculum (courses and degree plan with program and admission requirements) to the Graduate Committee through the Office of Curriculum and Institutional Assessment. [For assistance, email curriculum@utrgv.edu] |
| | **6** | **BUDGET APPROVAL**<br>Obtain final approval of the 5-year budget |
| **SUBSTANTIVE CHANGE DETERMINATION**<br>Program works with the Office of Institutional Accreditation to complete the substantive change determination to evaluate approvals needed by SACSCOC. | **7** | |
| EXTERNAL APPROVAL STAGE | | |
| | **8** | **UT SYSTEM/THECB APPROVAL**<br>The Office of Institutional Accreditation routes programs to the Office of the President for submission to UTS/THECB for approval. |
| **SACSCOC APPROVAL**<br>Office of Institutional Accreditation prepares and submits SACSCOC prospectus. | **9** | |
| | **10** | **USDOE – FINANCIAL AID APPROVAL**<br>The Office of Financial Aid seeks approval from DOE to ensure availability of financial aid. |
| INSTITUTIONAL PROCESSING STAGE | | |
| **UNDERGRADUATE COURSE CATALOG UPDATES**<br>The Office of Curriculum and Institutional Assessment will report courses to the THECB (CBM 003) and coordinate with the Office of Registrar to | **11** | **GRADUATE COURSE CATALOG UPDATES**<br>The Office of Curriculum and Institutional Assessment will report courses to the THECB (CBM 003) and coordinate with the Office of Registrar to |

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| ensure updates are accurately implemented in Banner. | | ensure updates are accurately implemented in Banner. |
| **UNDERGRADUATE CATALOG UPDATES** The Office of Curriculum and Institutional Assessment will update the University catalog to include with the new program and coordinate with Colleges to ensure the accurate publication or program requirements. | 12 | **GRADUATE CATALOG UPDATES** The Office of Curriculum and Institutional Assessment will update the University catalog to include with the new program and coordinate with Colleges to ensure the accurate publication or program requirements. |
| **UNDERGRADUATE DEGREEWORKS UPDATES** The Office of Curriculum and Institutional Assessment will coordinate with the DegreeWorks (DW) and Degree Audit Support Team to ensure the program is accurately implemented in DW. | 13 | **GRADUATE DEGREEWORKS UPDATES** The Office of Curriculum and Institutional Assessment will coordinate with the DegreeWorks (DW) and Degree Audit Support Team to ensure the program is accurately implemented in DW. |
| **UNDERGRADAUTE - APPLY TEXAS/BANNER/RECRUITMENT** The Office of Curriculum and Institutional Assessment will coordinate with internal offices to ensure the program is published and available. | 14 | **GRADUATE – APPLICATION SYSTEM/BANNER/RECRUITMENT** The Office of Curriculum and Institutional Assessment will coordinate with internal offices to ensure the program is published and available. |

1. The Associate Vice President for Curriculum and Institutional Assessment and the Associate Vice President for Institutional Accreditation serve on the NPDT. If endorsed, the AVPs will develop a timeline for development of the program proposal and monitor progress.
2. An institution must submit Planning Notification prior to submitting a new program request for the following: (a) Doctoral program in any discipline, (b) Engineering program at any level, and (c) program with new costs likely to exceed $2 million during the first five years.