Institutional Handbook of Operating Procedures Policy 10.01.02	
Section: Academic Policies	Responsible Vice President: EVP and Provost
Subject: Academic Programs	Responsible Entity: Council of Deans

I. Title
New Educational Program Approval Process

II. Policy
All new educational programs in each of UTMB's five schools will require approval using the process approved by the Council of Deans (COD) to ensure compliance of state, federal, and regional accreditation and regulatory requirements. The Dean of the respective school must give approval prior to any recommendation to the COD.

III. Procedures
A. New programs

1. New Programs are initiated at the faculty program level in each of the five schools. Each school has a review process specific to its academic mission, which includes faculty vote.

2. Following faculty approval, the new program or one which is being substantively changed, is then sent to the Academic Affairs Council for review and submission to the COD with a request for review and approval. Review by the COD includes consultation with the UTMB Registrar concerning aspects of program review which may fall in the purview of the Registrar's responsibilities. The COD will also notify the Office of Institutional Effectiveness.

3. The COD reviews and makes recommendations to the UTMB President. If the UTMB President approves the program and if deemed appropriate, forwards to UT System Executive Vice Chancellor. UT System Executive Vice Chancellor reviews and forwards to UT Board of Regents sub-committee for Health Affairs.

4. After review, the UT Board of Regents forwards the program to the Texas Higher Education Coordinating Board (THECB) for approval. The THECB also has planning notification requirements. Planning notification of some length is required for all program levels, but professional and doctoral programs mandate at least a year of notice. THECB approves new programs based on academic merit and overall feasibility.

5. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) may require notification and/or prior approval. Timeline and requirements depend on type of change (degree of departure of new program from existing programs: 0-24% new content, no notification required; 26-50% new content, notification required; >50% new content notification, and approval prior to initiation required) (range: 6 - 12 months prior to Implementation). Such SACSCOC notification will be done by the Office of Institutional Effectiveness.

6. Securing program specific accreditation for the new program, if necessary, is the responsibility of the school initiating the new program. Such accreditation will be sought concurrently with the institutional approval process to the degree feasible.

B.   Certificate Programs
Approval of certificate programs follow the same process as outlined for new programs, but only requires endorsement during each step.

IV.   Relevant System Policies and Procedures
Board of Regents Rules and Regulations 40307

V.   Related UTMB Policies and Procedures
IHOP - 10.01.03 - Review of Existing Degree Programs

VII.   Additional References
SACSCOC Core Requirements 9.1 Program Content
SACSCOC Substantive Change Policy
THECB
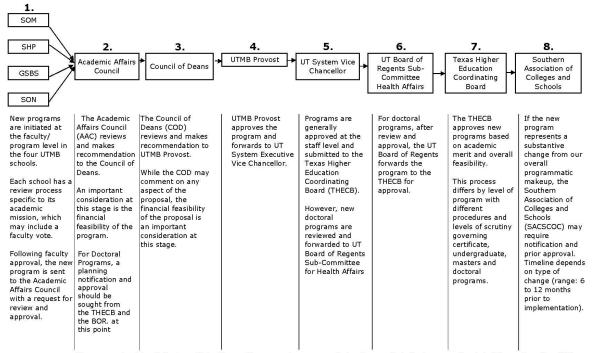
VIII.   Dates Approved or Amended

Originated: 12/13/2006	
Reviewed with Changes	*Reviewed without Changes*
02/06/2014	
11/26/2024	

IX.   Contact Information
Council of Deans
(409) 772-2664

UTMB Approval Process for New Educational Programs

1.
SOM

SHP

GSBS

SON

2. Academic Affairs Council	**3.** Council of Deans	**4.** UTMB Provost	**5.** UT System Vice Chancellor	**6.** UT Board of Regents Sub-Committee Health Affairs	**7.** Texas Higher Education Coordinating Board	**8.** Southern Association of Colleges and Schools

| New programs are initiated at the faculty/ program level in the four UTMB schools.

Each school has a review process specific to its academic mission, which may include a faculty vote.

Following faculty approval, the new program is sent to the Academic Affairs Council with a request for review and approval. | The Academic Affairs Council (AAC) reviews and makes recommendation to the Council of Deans.

An important consideration at this stage is the financial feasibility of the program.

For Doctoral Programs, a planning notification and approval should be sought from the THECB and the BOR. at this point | The Council of Deans (COD) reviews and makes recommendation to UTMB Provost.

While the COD may comment on any aspect of the proposal, the financial feasibility of the proposal is an important consideration at this stage. | UTMB Provost approves the program and forwards to UT System Executive Vice Chancellor. | Programs are generally approved at the staff level and submitted to the Texas Higher Education Coordinating Board (THECB).

However, new doctoral programs are reviewed and forwarded to UT Board of Regents Sub-Committee for Health Affairs | For doctoral programs, after review and approval, the UT Board of Regents forwards the program to the THECB for approval. | The THECB approves new programs based on academic merit and overall feasibility.

This process differs by level of program with different procedures and levels of scrutiny governing certificate, undergraduate, masters and doctoral programs. | If the new program represents a substantive change from our overall programmatic makeup, the Southern Association of Colleges and Schools (SACSCOC) may require notification and prior approval. Timeline depends on type of change (range: 6 to 12 months prior to implementation). |

Programs should anticipate a 12 to 18 month approval process and plan to enroll students approximately 12 months after COD approval.

Programs will also be required to develop an assessment plan in accordance with SACS requirements prior to the admission of students. The Office of Institutional Effectiveness will assist with this process step.

Programs should consult the Registrar for issues of tuition, fees and other logistical issues.