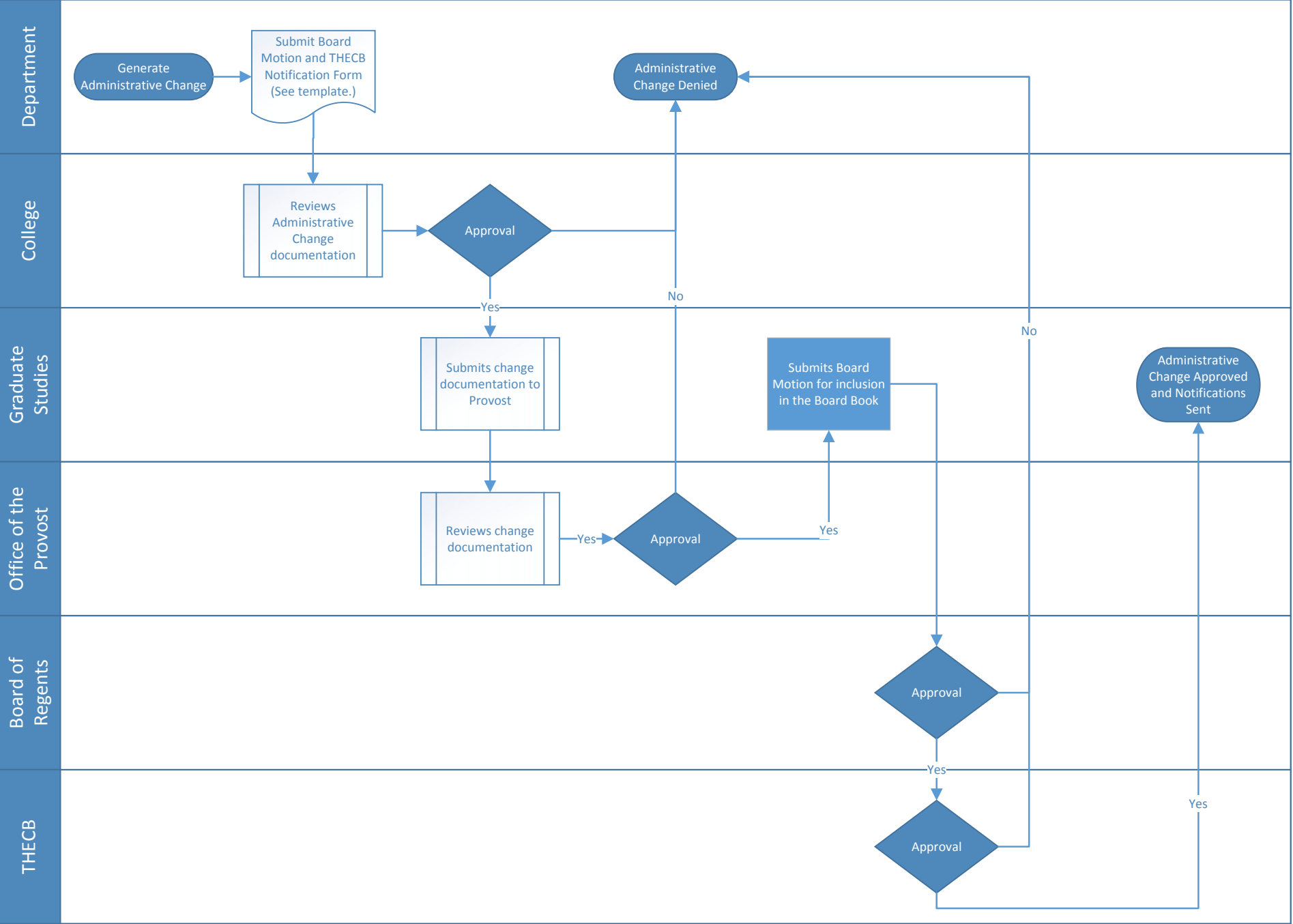


Includes creation of new administrative units (colleges, schools, divisions, departments) and changes to existing administrative units (name changes, consolidation of existing units or movement of a program to another unit)



FLOW CHART OUTLINE: ADMINISTRATIVE CHANGE REQUEST

(Note: Administrative changes include the creation of new administrative units—colleges, schools, divisions, departments—as well as changes to existing administrative units, such as a name change, consolidation of existing units, or movement of a program into another unit.)

Department Chair:

- Drafts a Board Motion, requesting the proposed change (Board Motion Template).
- Completes [THECB Notification Form for Administrative Changes](#).
- Submits Board Motion and THECB Notification Form for Administrative Changes to the Academic Dean.

Academic Dean:

- Reviews Administrative Change Requests documentation.
 - If approved**, submits the Board Motion and THECB Notification Form for Administrative Changes to the Office of Graduate Studies.
 - If declined**, the Academic Dean notifies the Department Chair that the Administrative Change Request will not move forward in the approval process.

Office of Graduate Studies:

- Submits the Board Motion to the Office of the Provost for review and approval.
 - If approved**, Office of Graduate Studies submits the Board Motion to the President's Office for inclusion in the Board Book for the Board of Regents' consideration.
 - If declined**, Office of Graduate Studies notifies the Academic Dean and the Department Chair that the Administrative Change Request will not move forward in the approval process.

Board of Regents:

- Reviews proposed Administrative Change Request documentation.
 - If approved**, the Office of Graduate Studies submits the required documentation to the THECB.
 - If declined**, the Office of Graduate Studies notifies the Academic Dean and the Department Chair that the Administrative Change Request will not move forward in the approval process

THECB:

- Reviews proposed Administrative Change Request.
 - If approved**, the Office of Graduate Studies notifies and provides approval documentation to the proposing Academic Dean and the Department Chair.
 - If declined**, the Office of Graduate Studies notifies the proposing Academic Dean and the Department Chair of the decision.