Administrative Change Request

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)

1. Generate Administrative Change
2. Submit Board Motion and THECB Notification Form (See template.)
3. Administrative Change Denied
4. Administrative Change Approved
5. Submits change documentation to Provost
6. Provost Reviews change documentation
7. Approval
8. Yes
9. No
10. Submits Board Motion for inclusion in the Board Book
11. Administrative Change Approved
12. Board of Regents Reviews Administrative Change documentation
13. Approval
14. Yes
15. No
16. THECB Reviews Administrative Change documentation
17. Approval
18. Yes
19. No
20. Administrative Change Approved and Notifications Sent
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.