# New Degree Program Development Timeline

## Request
- **Request Form** received by Program Analytics (PA) team and development begins

## Program Analytics Report and Orientation
- Program Analytics Report\(^1\) is delivered
- APPD\(^2\) team and proposal stakeholders discuss the proposal form and process

<table>
<thead>
<tr>
<th>0</th>
<th>3-4 Weeks</th>
<th>Month 1-2</th>
<th>Month 2-3</th>
<th>Month 4-5</th>
<th>Month 6-12</th>
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## Average Timeline in Months – Depending on team schedules and number of reviews/drafts

| 1 Program Analytics data (Program Analytics Reports) expire one year from delivery. If the new program development process takes longer than one year, a new Program Analytics Report must be completed, and Stage 1 must be refreshed and resubmitted. |
|---|---|---|---|---|---|
| 2The Academic Planning and Program Development (APPD) team coordinates the new degree program proposal process and is the primary contact throughout each stage. |
| 3DCC: Department Curriculum Committee; CCC: College Curriculum Committee; UCC: University Curriculum Committee |
| 4AAC meets quarterly for curriculum review: August, December, March, and June. BOR meets quarterly: November, February, May, and August |

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1. **Proposal Form Stage 1: Needs Analysis**
   - Proposal stakeholder(s) completes Stage 1: Needs Analysis and Finance referencing data from the Program Analytics Report
   - PA and APPD Teams review and provide recommendation

2. **Proposal Form Stage 1: Financial Analysis**
   - Proposal stakeholders meet with Financial Planning & Budget team for an initial discovery meeting.
   - Financial Analysis report is created, discussed, and a recommendation is provided by the Financial Planning & Budget team during a delivery meeting.

3. **Proposal Form Stage 2: Content & Quality**
   - Proposal stakeholder(s) completes Stage 2
   - DCC, CCC, and UCC reviews

4. **Final Reviews and Approvals**
   - Academic Affairs Council (AAC)\(^4\)
   - Board of Regents (BOR)
   - Texas Higher Education Coordinating Board (THECB)
   - 30-Day Comment Period
   - SACSCOC