



**I. 2.7.1 New Academic Degree and Certification Program Requirements**

Chapter 2 - General	Original Effective Date: May 2002
Section: 2.7 Academic Policies and Procedures	Date Last Reviewed: February 2022
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: February 2022

**II. Purpose**

This policy outlines the required notification, approval process and authorizations for the development of new academic degree and certification programs.

**III. Scope**

This policy applies to all schools of UT Health San Antonio.

**IV. Policy**

New degree and certificate programs are to be developed by the faculty in consultation with their dean. The dean works with the president and vice president for academic, faculty and student affairs (VP AFSA) to develop planning timelines in accordance with internal university approval processes and external notification and approval protocols established by The University of Texas System, the Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and specific professional accreditation bodies as appropriate.

Given the complexity of launching certain degree programs, the process of notification, approval and authorization may take as long as two years in addition to the time it takes to plan and develop the program.

**A. Process**

The required notification, approval and authorization process for new degree and certificate programs is as follows:

1. New academic program initiatives are introduced in the initial planning stages through a dean’s annual work plan presented to the president, framed in the context of the school’s and university’s strategic plan. The dean also advises the VP AFSA and the vice president and chief financial officer of anticipated program proposals that may come forward, as part of the institution's enrollment management process.

## 2.7.1 New Academic Degree and Certification Program Requirements

2. The appropriate departmental and/or school-level committees (i.e., curriculum committee) review and approve proposals for degree or certificate programs that are developed within its school and forward written recommendations to the dean.
3. The dean will consider for approval proposals for degree or certificate programs that have a favorable recommendation from the school-level committee and then forward with recommendation to the VP AFSA.
4. Program proposals are reviewed at the decanal level and undergo a technical review by various institutional support units to ensure the infrastructural support for the proposals are appropriate and available if the program is launched.
5. After the decanal and administrative review is completed, the proposal is presented by the dean and VP AFSA to the university's Executive Committee, for review and approval.
6. Next, the president or designee seek approval of the program proposal from the Executive Vice Chancellor for Health Affairs, The University of Texas System, and as appropriate, The University of Texas Board of Regents for consideration and approval.
7. Upon approval of the proposal by The University of Texas System, the Office of the Executive Vice Chancellor for Health Affairs forwards the proposal to the THECB for its consideration, approval, and authorization, and submit documentation for approval, as appropriate.
8. Upon approval of the proposal by the TTHECB, the president provides written notification on behalf of the university to seek approval from the Southern Association of Colleges and Schools Commission on Colleges to offer the program.
9. Upon approval and authorization by the THECB, the appropriate dean provides written notification on behalf of the school of the intent to initiate the program to applicable professional accreditation bodies, if necessary.

The required notification, approval, and authorization process for expanded degree and certificate programs, that is, those programs operating under existing authorization and accreditation, which are to be offered off-campus, follow the same process described above. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) may require a site visit to the off-campus site, to ensure the off-campus program meets educational quality standards established by the Commission. This may also hold true for professional accreditation bodies.

### **V. Definitions**

*There are no defined terms used in this Policy.*

### **VI. Related References**

*There are no related documents associated with this Policy.*

### **VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

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Effective Date	Action Taken	Approved By	Approved Date
05/2002	Policy Origination		
08/2017	Policy Revision		
02/2022	Policy Review/discretionary edits	VP AFSA, ICPO	02/25/2022