**TEXAS A&M UNIVERSITY-TEXARKANA**

**COMPLETE PROCESS FOR NEW DEGREE PROGRAMS**

**DIRECTIONS AND TIMELINE**

***This document describes the process for obtaining authorization to offer a new degree program. There are 7 steps to the process that include:***

1. ***Obtaining TAMUT approval* (2 months)**
2. ***Obtaining Texas A&M System and THECB approval* (3 months to one year)**
3. ***Completing the THECB Degree Proposal* (4 months)**
4. ***Obtaining BOR approval* (5 months)**
5. ***Obtaining THECB approval* (4 months)**
6. ***Submitting the Prospectus and Substantive Change to SACSCOC* (4 months)**
7. ***Notifying the TAMUT Campus* (3 months)**

***Depending on the degree level, this process has a complete timeline of 2-3 years.***

***Program Start Date (semester/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**STEP 1: Obtain internal approval (2 months).** *This step encompasses the Texas A&M University-Texarkana (TAMUT) planning notification and approvals process.*

***Target due date for Step 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Create iSite Ticket**
 | Faculty | * Submits an iSite ticket at <https://isite.tamut.edu/portal>. In the portal, select:
* Institutional Effectiveness and Research
* New Program
 |  |
| 1. **Set meeting**
 |  IER | * IER responds to the iSite ticket within 7 days and schedules a meeting with the faculty member to discuss the new degree proposal process. *Program accreditation considerations should be discussed at this meeting.*
 |  |
| 1. **Complete the Form**
 | Faculty  | * Completes the TAMUT New Degree Program Form.
 |  |
| 1. **Obtain TAMUT approvals**
 | Faculty  | * Collects meeting minutes that document approval at each level.

*Approval signatures on the form are NOT required during this step; they will be obtained via DocuSign in step 1f.* |  |
| 1. **Submit the Form to IER**
 | Faculty  | * Emails the TAMUT New Degree Program Form and meeting minutes that document approvals to IER.
 |  |
| 1. **Route Documents**
 | IER | * Combines the TAMUT New Degree Program Form and meeting minutes into a DocuSign and routes for signatures; other offices (i.e., Assistant Provost, Coordinator of Community College Pathways and Articulation, Registrar) are cc’d on the DocuSign as necessary.
* Saves the completed form to the Degree Program Historical files in the Institutional Effectiveness and Research Drive.
 |  |

**STEP 2: Obtain external approval (3 months\*).** *This step encompasses the Texas A&M University System (The System) and the Texas Higher Education Coordinating Board (THECB) planning notifications and approvals process.*

*\*Texas Administrative Code 2.143 requires that we notify the System and THECB of new doctoral and professional programs* ***1-year prior*** *to proposal submission.*

***Target due date for Step 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Complete the Form**
 | IER | * Completes The System Academic Affairs Planning Notification Form and routes to Chief Academic Officer/Provost through DocuSign.
 |  |
| 1. **Obtain System approval**
 | IER | * Upload the System Academic Affairs Planning Notification Form to The System portal.
 |  |
| 1. **Obtain THECB approval**
 | The System | * Forwards the completed System Academic Affairs Planning Notification to the THECB.
 |  |
| 1. **Send the Form to IER**
 | THECB | * Sends the completed System Academic Affairs Planning Notification form to IER.
* Sends labor market information to IER (for use in Step 3a).
 |  |
| 1. **Save the Form**
 | IER | * Saves the completed System Academic Affairs Planning Notification Form to the Degree Program Historical files in the Institutional Effectiveness and Research Drive.
* Monitors The System Portal for progress and respond to any System inquiries.
* Sends labor market information to faculty member
 |  |
| 1. **Complete Course Form**
 | Faculty | * Completes the [TAMUT Course Form](https://tamut.edu/academic-affairs/files/course-form.pdf) to create any new courses. Please be mindful of the due dates for this form in reference to [Catalog Management](https://tamut.edu/enrollment-services/registrar/faculty-information/catalog-management.html) dates.
 |  |

**STEP 3: Complete the THECB Institutional Degree Proposal Form\* (4 months).** *This step encompasses the process for completing the new degree program proposal form.*

*\*Please refer to the TAMUT Planning Notification Form that was completed in Step 1, as it mirrors the THECB Public University and Health-Related Institution Degree Proposals Form.*

*Please note the following:*

*Bachelor’s Degrees*

* + - * *Complete the modality and subsequent questions on page 2 and 3.*
* *If you are embedding an associate degree, complete page 4.*
* *If you have 50% or more new content, a complete proposal is required beginning on page 7 and provide required attachments. Per the THECB, approval process may last 60-90 days.*
* *If you have less than 50% new content, complete page 5 and provide required attachments. Per the THECB, approval process may last 30-60 days.*

 *Master’s Degrees*

* *Complete the modality and subsequent questions on page 2 and 3.*
* *If you have 50% or more new content, a complete proposal is required beginning on page 7 and provide required attachments.*
* *If you have less than 50% new content, complete page 5 and provide required attachments.*

 *Doctoral or Professional Degree*

* *Complete all pages.*
* *Per the THECB, approval process can last 6-9 months.*

***Target due date for Step 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Next TAMUS Board of Regents due date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Due to IER and Assistant Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Complete the Forms**
 | Faculty | * Completes the [THECB Public University and Health-Related Institution Degree Proposals Form](https://www.highered.texas.gov/our-work/supporting-our-institutions/program-development/new-program-requests/) inked on the THECB website and email IER for the THECB Budget and Enrollment Spreadsheet with guidelines. Do not use the one linked on the THECB website.

*Please contact IER/Assistant Provost to ensure the forms referenced above are accurate and current.*  |  |
| 1. **Submit the Forms to IER**
 | Faculty | * Submits the completed documents to IER and the Assistant Provost with all supporting artifacts **1 month prior** to the [Degree Programs Due Date on the Texas A&M University System Academic Affairs Agent Item Submission Schedule](https://www.tamus.edu/academic/academic-planning-and-policy/) to ensure timely processing.
 |  |

**STEP 4: Obtain Board of Regents Approval (5 months).** *This step encompasses the Texas A&M University System Board of Regents (BOR) approval process.*

***Target due date for Step 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Notify Chief of Staff**
 | IER | * Sends new program documentation to the Chief of Staff.
 |  |
| 1. **Complete Order**
 | Chief of Staff | * Completes the Briefing and Minute Order Form.
 |  |
| 1. **Complete Outline and Submit**
 | Assistant Provost | * Completes the Program Review Outline and submits to the Chief of Staff.
 |  |
| 1. **Submit Forms**
 | Chief of Staff | * Submits the THECB Public University and Health-Related Institution Degree Proposals Form, the Briefing Minute Order, and the Program Review Outline to The Board.
 |  |
| 1. **Receive Notice**
 | The Board | * Sends notice of approval to the TAMUT President and Provost.
 |  |
| 1. **Save Notice**
 | IER | * Saves The Board approval and The THECB Public University and Health-Related Institution Degree Proposals Form in the Historical files on the Institutional Effectiveness and Research Drive.
 |  |

**STEP 5: Obtain THECB approval (4 months).** *This step encompasses the THECB approval process. Please plan for a total of 4 months for approval of this step.*

***Target due date for Step 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Send the Form**
 | The System | * Forwards the THECB Public University and Health-Related Institution Degree Proposals Form to the THECB.
 |  |
| 1. **Receive Notice**
 | THECB | * Sends notice of approval to TAMUT President and Provost.
 |  |
| 1. **Save Notice**
 | IER | * Saves the THECB approval in the Degree Program Historical files in the Institutional Effectiveness and Research Drive.
 |  |
| 1. **Notify Marketing**
 | IER | * Sends notice of approval to Office of Marketing for website and materials prep with necessary SACSCOC statement.
 |  |

**STEP 6: Submit Prospectus and Substantive Change to SACSCOC (4 months).** *This step encompasses the SACSCOC approval process. A new degree program serves as a* [*substantive change*](https://sacscoc.org/accrediting-standards/substantive-changes/) *with SACSCOC which requires approval from the Executive Council of the SACSCOC Board of Trustees. To implement a new degree in the Fall, your due date is January 1. To implement a new degree in the Spring, your due date is July 1.*

***Target due date for Step 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Item to Complete | Responsible Party | Item Details | Item Status |
| 1. **Create the Form**
 | IER and Assistant Provost | * Begins creating the SACSCOC Prospectus and Substantive Change Form after the THECB Public University and Health-Related Institution Degree Proposals Form is submitted to The Board and The System by the Chief of Staff.
 |  |
| 1. **Upload the Form**
 | Institutional Accreditation Liaison (IAL) | * Uploads the SACSCOC Prospectus and Substantive Change Form to the Institutional Portal.
 |  |
| 1. **Provide Language**
 | IER | * Advertises the degree as “pending SACSCOC approval” upon notice of receiving the Prospectus from SACSCOC, TAMUT. Official wording provided by IER.

*Please note that we CANNOT allow students to apply to the new degree program, admit students, or enroll students until approval is received from SACSCOC.* |  |
| 1. **Receive Notice**
 | SASCOC | * Sends notice of approval to TAMUT IAL, President and Provost.
 |  |
| 1. **Save Notice**
 | IER | * Save the SACSCOC approval in the Degree Program Historical files in the Institutional Effectiveness and Research Drive.
 |  |

**STEP 7: Notify the TAMUT Campus (3 months).** *This step encompasses the process for notifying all campus constituents.*

***Target due date for Step 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Email Campus Constituents**
 | IER and Assistant Provost | * Email the following campus members regarding the new degree program or new certificate program: Registrar’s Office, Admissions Office, Financial Aid, Veteran Services, Enrollment Services, College Dean, Department Chair, Coordinator of Community College Pathways and Articulation, International Studies, Graduate Studies, Associate Provost, Provost, President’s Office, Marketing, and Communication
* Attach The THECB approval notice with Information Sheet and Course Sequence/Degree Plan from The THECB Public University and Health-Related Institution Degree Proposals Form.
 |  |
| 1. **Create Banner Code**
 | Registrar’s Office | * Uses the CIP Code, Degree Designation, and Major Name on The THECB Approval Notice and Information Sheet to create the new degree program code or new certificate program code in Banner and forwards the necessary Banner coding to the Admissions Office.
 |  |
| 1. **Add to Application**
 | Admissions Office | * Adds the Banner coding to the new degree program code or new certificate program code to the two applications for admission portals as an authorized degree or certificate option.
 |  |
| 1. **Scribe in DegreeWorks**
 | Associate Registrar | * Uses the Course Sequence/Degree Plan to create the new degree program or new certificate program in DegreeWorks.
 |  |
| 1. **Create Catalog Overview**
 | Faculty | * Creates the overview section of the catalog when the Registrar’s Office opens it for updates for the next academic year.
 |  |
| 1. **Add to Webpages**
 | Faculty | * Meets with the University Advancement Office to add the new degree program or new certificate program to the appropriate website pages.
 |  |
| 1. **Update Authorized Degrees**
 | IER | * Meets with the University Advancement Office to update the authorized degree and certificate program listing on the website.
 |  |
| 1. **Create Marketing**
 | University Advancement | * Meets with the Faculty, College Dean, and Associate Vice President of Enrollment and Student Engagement to create marketing materials and/or press releases regarding the new degree program or new certificate program.
 |  |

**EXAMPLE TIMELINE**

**You want to implement a new degree or new certificate program in Spring 2026. To plan for submission of the seven steps, please consider the following timeline.**

|  |  |  |
| --- | --- | --- |
| Step | Timeframe | Notes |
| 1 | January – February 2024 |  |
| 2 | March – May 2024 |  |
| 3 | June – September 2024 |  |
| 4 | October – December 2024 and January – February 2025 |  |
| 5 | March – June 2025 |  |
| 6 | July – October 2025 | Please note that this step may be completed earlier than the estimated timeframe allowing for Step 7 to occur earlier than expected. |
| 7 | September – November 2025 | Please note that this step may be completed earlier than the estimated timeframe allowing you to admit and enroll students earlier than expected. |

**Admit and Enroll Students December 2025\***

**Classes begin January 2026**

*\*To allow more time for recruiting, admitting, and enrolling students for your program, you may need to delay your implementation semester to the following summer or fall semesters.*

**PLANNING TIMELINE**

**Use the template below to plan the new degree program proposal process.**

|  |  |  |
| --- | --- | --- |
| Step | Timeframe | Notes |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  | Please note that this step may be completed earlier than the estimated timeframe allowing for Step 7 to occur earlier than expected. |
| 7 |  | Please note that this step may be completed earlier than the estimated timeframe allowing you to admit and enroll students earlier than expected. |

6

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**TEXAS A&M UNIVERSITY-TEXARKANA**

**NEW DEGREE PROGRAM**

**DEGREE PROGRAM DETAILS**

Program Level *(Select from the drop-down options)* Proposed Program Designation *(e.g. M.A.)* \_\_\_\_\_\_\_\_

[ ] Bachelor [ ] Master [ ] Doctorate

Proposed Program Title *(e.g. Psychology)* Proposed Program CIP Code *(*[*Texas CIP Codes*](http://www.txhighereddata.org/Interactive/CIP/)[*DHS STEM CIP Codes*](https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/eligible-cip-codes-for-the-stem-opt-extension)*)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *We cannot use CIP codes ending in 9999*

Anticipated Date of Proposal Submission to the A&M System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This date is applicable for all new degree programs. Please meet with Institutional Effectiveness and Research or the Assistant Provost to identify the Board of Regents Meeting Dates. A complete Degree Proposal Form is required in addition to this form and must be submitted to the Chief of Staff in the President’s Office one month before the Board of Regents Agenda Item Due Date. Skip this question for a new degree program track, university level certificate, minor, or concentration.*

Target Implementation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please consider your planning timeframe (see example on page 6), legislative sessions, and program accreditation requirements.*

Proposal Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Labor market information is sent to the proposal contact after the Texas A&M University System Planning Notification is submitted to the Texas Higher Education Coordinating Board.*

**Brief Description of Degree Program** *(no more than 100 words)*

Program Accreditation? [ ] Yes [ ] No Accreditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accreditation Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/National/Organization Licensure? [ ] Yes [ ] No Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical Experience? [ ]  Yes [ ] No

**Catalog Description**

**Program Learning Outcomes** *(*[*Texas A&M University System EmpowerU*](https://empoweru.tamus.edu/)*)*

**Marketable Skills** *Please list program marketable skills.*

**Strategic Plan***List all relevant elements from approved department and college/school strategic plan. Briefly explain how the proposed program meets the elements of the strategic plans.*

**Demand/Justification** *Please describe how this program will bring a unique set of students to our campus. You may add letters from community college partners for support if applicable.*

**Existing Similar Programs** *Please provide a list of comparable programs in Texas (and nationally, if applicable) with graduation counts by level and CIP code. Please contact IER or the Assistant Provost for a listing of all authorized programs in the State of Texas. Our peer programs as identified by the THECB is available through the* [*Online Resume*](http://www.txhighereddata.org/Interactive/Resumes/)*. IER can assist you in obtaining the graduation counts for each institution below. Please discuss the graduation rates in relation to estimated employment including the location of each institution (ex: Dallas metroplex, southern region, etc).*

*Table 1: Comparable/Peer Programs in Texas*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree Title & Designation | University | CIP Code | GraduatesYear (insert) | GraduatesYear (insert) |
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*Table 2: Related and Feeder Programs*

*Please list related and feeder programs at the institution that will provide a pipeline for enrollment in the proposed program.*

|  |  |  |  |
| --- | --- | --- | --- |
| Degree Title & Designation | University | CIP Code | Type |
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 **Areas of Distinction** *Provide evidence and describe how the proposed program is unique or distinct relative to internal and external existing/peer programs. Please discuss Academic Content and Specific Program Costs (not covered by traditional tuition and fees).*

**Target Student Population** *(check all that apply)*

[ ] Started college, no degree

[ ] Displaced workers in need of upskill/reskill

[ ] Recent graduates

[ ] Specific educational/professional backgrounds *(list/describe below)*

[ ] Specific populations *(list/describe below)*

[ ] Other *(list/describe below)*

**CURRICULUM PLAN**

**Admission Criteria**

**Program Curriculum** *Use tables 2 and 3 to list the required courses, core curriculum (if applicable), prescribed electives and/or elective disciplines, and other course requirements.*

Table 2: Total Semester Credit Hours Required by Category

|  |  |
| --- | --- |
| Course Category | Semester Credit Hours |
| Core Curriculum *(undergraduate degree program)* |  |
| Required Courses |  |
| Prescribed Electives |  |
| Electives |  |
| Final Project/Capstone |  |
| Internships/External Learning |  |
| Other Course Requirements *(Internships, clinicals, etc)* |  |
| Total |  |

Table 3: Required Courses, Prescribed Electives, Elective Disciplines, and Other Course Requirements

*For new courses, please include a sheet with course numbering sequence, title, and description. Please use the* [*TAMUT Course Form*](https://tamut.edu/academic-affairs/files/course-form.pdf) *to create any new courses. Please be mindful of the due dates for this form in reference to* [*Catalog Management*](https://tamut.edu/enrollment-services/registrar/faculty-information/catalog-management.html) *dates.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Prefix and Number | Course Title | Course SCH | Course Modality | Course Part of Term | Course Category |
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**Graduation Requirements** *Please list required minimum course-level grades, program GPA, etc.*

**Program Faculty** *List the existing faculty (core and support, full-time, part-time, and adjunct) for the program including the name, department, credential information, and the expected percentage of time assigned to the program. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the proposed program.*

Table 4: Existing Faculty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department | Highest Degree Awarded & Year | Highest Degree Awarding Institution | Expected % Time in Degree Program |
| *[e.g. Jane Doe]* | *[English]* | *[PhD in Comparative Literature, 1998]* | *[University of California Berkeley]* | *[75%]* |
|  |  |  |  |  |
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Table 5: Expected Faculty New Hires

*List any anticipated new faculty hires within 5 years of implementation. Include the expected date of hire, credentials required, and expected percentage time dedicated to the program.*

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated Date of Hire | Required Degree | Hiring Rank (e.g. Associate Professor) | Expected% Time |
|  |  |  |  |
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**BUSINESS PLAN**

Table 6: Estimated Annual Required Per Student Costs

*Please provide the estimated average annual required per student costs for students in the degree program. Averages from similar programs or disciplines, or even institutional averages, may be used if no other information is available.*

|  |  |
| --- | --- |
| Cost Type | Dollar Amount |
| Per Student Annual Costs |  |
| Resident Tuition |  |
| Non-Resident Tuition |  |
| Required Fees |  |
| Health Insurance Fee\* |  |
| Course Materials |  |
| Other annual fees *(please specify below)* |  |
| Estimated Annual Resident Tuition & Fees |  |
| Estimated Annual Non-Resident Tuition & Fees |  |
|  |
| Estimated Time to Degree *(in years, assuming full-time enrollment)* |  |
| Per Student One-Time Required Fees *(if applicable, e.g., clinical fieldwork semester fees)* |  |
| Estimated Post-Graduation Licensure Fees *(if applicable)* |  |

*\*Because health insurance fee requirements vary by student, it will not be included in the calculation for total required fees.*

Table 7: Estimated Average Total Student Funding

*Please provide the estimated average annual total student funding available to students in the degree program.*

*Please reach out to Stacey Epps in Financial Aid to inquire about any existing scholarship opportunities for students seeking a degree at this level and or specific to this discipline.*

*Please reach out to the Graduate Studies Dean to inquire about Teaching and Research Assistantship opportunities for graduate level programs.*

*Please list any other funding that may be available to students in your degree program. EX: BET, Outside partnerships, etc.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Funding Type | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | 5-Year Total |
| Scholarships |  |  |  |  |  |  |
| Teaching Assistantships |  |  |  |  |  |  |
| Research Assistantships |  |  |  |  |  |  |
| Other funding *(please specify below)* |  |  |  |  |  |  |
| Total Funding |  |  |  |  |  |  |

Table 8: Projected Total Costs & Funding

*Please provide the applicable costs and funding items below.*

*Please explain the breakdown of staff salaries – does this include administrative support, etc. Estimate 30% for Benefits.*

*Please confirm the use of miscellaneous – list all or specific categories.*

*Please provide details on the library and instructional technology – purchasing software, books, equipment for check out, subscriptions etc.*

*Please explain in detail facilities and capital investments – building a lab, renovations of existing space, purchase of large equipment, etc.*

*Please reach out to Kelly Bennett for budgeted Faculty Salary Wage Lines. Do you have an existing open wage line? Will you request a wage line? Estimate 30% for Benefits.*

*Please reach out to the Office of Research and Sponsored Projects for Grant figures. Do you have any existing grants (federal or other) that can serve as a funding source? Are you currently applying for any grants to use as a funding source?*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Estimated Costs | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | 5-Year Total |
| Faculty Salaries & Benefits |  |  |  |  |  |  |
| Staff Salaries & Benefits |  |  |  |  |  |  |
| Teaching Assistantships |  |  |  |  |  |  |
| Research Assistantships |  |  |  |  |  |  |
| Other Students Scholarships/Funding |  |  |  |  |  |  |
| Library & Instructional Technology |  |  |  |  |  |  |
| Facilities & Capital Investments |  |  |  |  |  |  |
| Miscellaneous *(supplies/materials/program administration)* |  |  |  |  |  |  |
| Other *(please specify)* |  |  |  |  |  |  |
| Total Costs |  |  |  |  |  |  |
| Estimated Funding | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | 5-Year Total |
| Formula Funding |  |  |  |  |  |  |
| Other Non-Formula Tuition Funding |  |  |  |  |  |  |
| Federal Grant Funding *(in hand only)* |  |  |  |  |  |  |
| Other Grant Funding *(in hand only)* |  |  |  |  |  |  |
| Anticipated Grant Funding\* |  |  |  |  |  |  |
| Required Fees Collected |  |  |  |  |  |  |
| Other *(please specify)* |  |  |  |  |  |  |
| Total Funding |  |  |  |  |  |  |
| Net Funding |  |  |  |  |  |  |

*\*THECB expects that anticipated grant funding would be a supplemental funding source to support new degree programs.*

Table 9: Projected Five-Year Enrollments

*For programs with targeted national or international recruitment plans, please provide estimates of out-of-state and out-of-country students. These estimates should be aligned with projected tuition.*

*For all other programs, if no out-of-state/out-of-country enrollment estimates are available, list enrollments under in-state.*

*For doctoral and professional programs, complete Table 4 below in addition to this table.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Enrollment | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |  | \*Full-Time Student Equivalent (FSTE) Guide |
| Full-Time | *FTSE should be calculated using the following criteria.* |
| In-State |  |  |  |  |  | Enrollment Type | FTSE |
| Out-of-State |  |  |  |  |  | Full-Time | 1 |
| Out-of-Country |  |  |  |  |  | Part-Time | 0.5 |
| FTSE SCH\* |  |  |  |  |  | Degree Level | SCH |
| Part-Time | Undergraduate | 30 |
| Full-Time |  |  |  |  |  | Master’s | 24 |
| In-State |  |  |  |  |  | First Professional | 24 |
| Out-of-State |  |  |  |  |  | Optometry | 34 |
| Out-of-Country |  |  |  |  |  | Doctoral | 18 |
| FTSE SCH\* |  |  |  |  |  |  |
| Total New Students |  |  |  |  |  |
| Total FTSE SCH |  |  |  |  |  |
| Attrition Headcount |  |  |  |  |  |
| Graduates |  |  |  |  |  |
| Cumulative Headcount |  |  |  |  |  |

Table 10: Projected Five-Year Enrollments by Race/Ethnicity *(For doctoral & professional only)*

*Please provide projected enrollments by the IPEDS reporting categories below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| African American |  |  |  |  |  |
| American Indian or Alaska Native |  |  |  |  |  |
| Asian or Pacific Islander |  |  |  |  |  |
| Hispanic |  |  |  |  |  |
| International |  |  |  |  |  |
| White |  |  |  |  |  |

**INSTRUCTIONS**

This template serves to document approval of new degree programs. When creating the DocuSign envelope, attach this completed form, the University Planning Notification Form, and all approval artifacts (i.e., meeting minutes, faculty senate recommendation form).

**APPROVALS**

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Program Coordinator Date College Curriculum Committee Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Division Head Date College Dean/School Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Senate Curriculum Committee Date Faculty Senate President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost & Senior Vice President for Academic Affairs Date

*CC: Institutional Effectiveness and Research, Assistant Provost, and Coordinator of Community College Pathways and Articulation*