



New Program Approval Process

1. Complete “Permission to Plan Form” and preliminary “New Program Budget Form” (new)

1. This process is relevant for requests to establish new undergraduate (certificates, minors/majors) or graduate (certificate, masters, doctorate) programs. This process is not to be used to request individual course changes, to propose new courses, or make minor changes to established programs. Please consult with the [Office of Institutional Effectiveness](#) if you are unsure if proposed changes to an established program are “*substantive*” enough to require notification of the SACSCOC and/or the establishment of a new program.
2. *Permission to Plan Forms* should be approved by department chairperson, if applicable, and college/school dean.
3. Completed *Permission to Plan Forms* and associated documents programs are due by 5:00 P.M. on the specified date. Forms for proposed new undergraduate and graduate programs should be submitted to the Undergraduate Council Chair (undergradcouncil@tcu.edu) or the Office of Graduate Studies (tcugradstudies@tcu.edu) by the specified date (see table below). It is the responsibility of the program contact person to ensure that all documents are completed correctly and submitted prior to the deadline (incomplete or improperly completed forms will be returned and forms may be scheduled for review during the next review cycle once properly completed). The Undergraduate Council Chair or Office of Graduate Studies, whichever appropriate, will upload the documents into the appropriate Academic Affairs Academic Program Review Box account for review.

	Cycle I	Cycle II	Cycle III
Permission to Plan Due Dates	May 31 st	August 1st	November 1st
Academic Affairs Review	July 1 st - July 15 th	September 1 – September 15	December 1 st – December 15
Projected Notification Date	July 15 th - August 1 st	September 15 – October 1st	December 15th – December 20 th

4. College Deans may arrange for an appropriate time and venue to discuss the *Permission to Plan* materials with the Provost (i.e., next regularly scheduled one on one meeting) during the review period. The college/school dean should provide the Provost with printed copies of the *Permission to Plan* materials at the time of scheduling the meeting/presentation. Provost will consult with staff within Academic Affairs (i.e., Associate Provost for Academic Planning, Budgeting and Operations, Vice Provost, Dean of Graduate Studies, Undergraduate Council Chair, etc.) as needed.
5. Provost Office decision will be communicated to UG Council Chair and/or Dean of Graduate Studies for communication to proposed new program contact person (copy appropriate associate dean and department chairperson, if applicable) and the Director of Institutional Effectiveness (if permission to proceed with planning is approved).

2. Substantive Change and Assessment Planning (new)

1. Completed assessment forms for proposed new programs are submitted to the Chair of the University Assessment Committee (i.e., David E. Allen, Ph.D.; D.E.ALLEN@tcu.edu) with a copy to the Undergraduate Council Chair (undergradcouncil@tcu.edu) or the Office of Graduate Studies (tcugradstudies@tcu.edu).
2. Forms will subsequently be submitted to Assessment Committee for Review (consultation with Koehler Center for Teaching Excellence may be needed).
3. Assessment Committee Chair will communicate decision to UG Council Chair and/or Dean of Graduate Studies. Forms with Assessment Committee Chair signature will be disseminated to proposed new program contact person (copy appropriate associate dean and department chairperson, if applicable).

3. New Program Proposal Form and revised/updated New Program Budget form (new)

1. New Program Proposal Form must be approved by appropriate committees within departments and/or college, department chairperson, if applicable, and college/school dean.
2. Completed forms for proposed new undergraduate programs are submitted to Undergraduate Council Chair and forms for proposed new graduate programs are submitted to Office of Graduate Studies.
3. Properly submitted forms will be disseminated to Undergraduate or Graduate Council for review.

4. University Council

1. Program proposals that receive Undergraduate or Graduate Council approval will be routed to University Council for consideration.

Forms may be found at [Undergraduate](#) or [Graduate Council](#) and [Office of Institutional Effectiveness](#) websites.