

# New Program Development Process per THEC Policy A 1.0

1 Proposal including the Letter of Notification (LON) reviewed via Curriculog by:

- 1) Department Curriculum Committee
- 2) Department Chair
- 3) College Curriculum Committee
- 4) College Dean
- 5) Graduate Council or Faculty Senate Curriculum Committee
- 6) Vice President for Academic Affairs
- 7) University President

2 TSU Board of Trustees Approval of Proposed Program per full LON

Not Supported or Deferred for Revision

3 TSU submits LON to THEC Staff

4 THEC Staff Evaluates *Letter of Notification (LON)*  
(THEC Staff will also consider comments from "interested parties")

Approved for Development

- 1) Not aligned with state master plan and institutional mission
- 2) Need not justified for institutional allocation/reallocation of state resources
- 3) Not sustainable employment for future graduates
- 4) Institutional commitment to funding is insufficient to demonstrate program is a priority
- 5) Institution does not have the capacity to deliver program with existing and proposed resources

5 TSU prepares *New Academic Program Proposal (NAPP)* to include *Feasibility Study & Financial Projections*

6 TSU submits Proposal to THEC Staff along with proposed reviewers for approval at the time the campus seeks to schedule an *External Review*

7 *External Review*  
(External reviewer(s) will provide a written report to THEC & TSU)

8 *Post-External Review*  
(THEC Staff reviews TSU's response to issues identified by the external reviewer(s) and makes a determination)

Not Supported or Deferred for Revision by THEC Staff

Supported by THEC Staff for Commission Action

If deferred by THEC Staff, TSU may submit a revision to the program proposal and seek further external review or rescind

9 *THEC Commission Action w/ TSU Representation*

Not Supported

Supported  
TSU can advertise program, and enroll students\*

10 TSU Board of Trustees Notification of THEC Supported NAPP

11 *Post-Approval Monitoring*

\*SACSCOC approval may be required.