

- The institution submits a Letter of Notification (LON) to THEC.
- THEC posts the LON on the website for a “Public Comment Period” to last for 15 days after receipt of the LON.
- THEC provides an evaluation of the LON which is submitted back to the institution within 30 days of receipt of LON with a decision of support, not to support, or defer a decision based on revision of the LON.
- If the LON is supported by THEC, the institution develops the New Academic Program Proposal (NAPP) and submits it to THEC at the time the campus seeks to request an external review. THEC responds within 30 days.
- The institution schedules the site visit.
- The external reviewer is required to submit the final evaluation to both the institution and THEC within 30 days of the site visit.
- The institution proposes to THEC solutions in keeping with the best practices for all issues identified by the external reviewer within 30 days of receipt of the final report.
- THEC submits a decision to support, not support, or defer support within 15 days of receipt of the response from the institution.
- If supported, the new program can be voted on by the Institutional Governing Board at the next meeting.
- If approved by the institution’s Board, the program is voted on by the THEC Commission – meetings occur in November, January, May, and July.
- If approved by the Commission, the program will be subject to “Post-Approval Monitoring” for 3, 5, or 7 years – three years for pre-baccalaureate programs, five years for baccalaureate and master’s programs, and seven years for doctoral programs.