

New Program Checklist

- ☐ **Submit program proposal to Graduate Assembly**
Consult with Michelle Broadway on proposal format. Send signed proposal, addressed to the Graduate Dean, to Nancy Riley and Erin Rhodes in the Graduate School.
- ☐ **Review by Academic Committee**
Proposal is forwarded to the academic committee for review. Program representative may be asked to attend meeting to answer questions and provide more information. Revisions may be suggested.
- ☐ **Complete registrar questionnaire for irregular programs – Option III only**
If Academic Committee recommends proposal to the Graduate Assembly, Michelle Broadway will instruct proposing faculty to complete and submit the Option III Degree Programs Administrative Processes Questionnaire. Completed questionnaire should be submitted to Kim Taylor, who will develop an Irregular Program Code Questionnaire.
- ☐ **Review by Graduate Assembly**
Proposal will be brought to a vote. Program representative may be asked to attend meeting to answer questions and provide more information.
- ☐ **Final Review**
If Graduate Assembly approves the proposal, it will be forwarded for review by the Graduate Dean, Provost/President, UT System/Regents, THECB, and SACS (if needed). Once final approval is reached, the Graduate School will send an official notice.
- ☐ **Major Code/Irregular Program Code Creation**
Upon receiving the approval notification from the Graduate School, the Registrar's Office will create necessary major code(s). If an irregular program code is needed, it will also be created at that time. Notification of new major code/irregular program code is sent by the Registrar's Office.
- ☐ **Administrative Roster Reporting**
Contact Erin Rhodes in the Graduate School to initiate the creation of the new program in the ARR system. A Graduate Coordinator will need to be identified at this time, as they will then be responsible for completing the rest of the ARR information for the new major code.
- ☐ **Contact GIAC**
Contact GIAC to initiate the application creation for the new major code, and provide the following:
- Semester(s) of entry (*only include semesters the program intends to regularly admit students*)
 - Degree level(s) offered
 - Deadline(s)
 - Link to programs website
 - Areas of interest
 - Required documents such as CV, SoP, etc. (*will be used to drive the status check*)
 - EIDs of faculty file reviewers
 - Custom questions for application
 - Do any current applicants need to be moved to the new major code?
 - Do any currently enrolled students need to be moved to the new major code?

Please be sure to notify GIAC in advance if your program plans to create a new department or program code for the GRE, GMAT, or TOEFL.