



New Program Approval Process

1. **Complete “Permission to Plan Form” and preliminary “New Program Budget Form” (new)**
 1. Approved by department chairperson, if applicable, and college/school dean
 2. Completed forms for proposed new undergraduate programs are submitted to Undergraduate Council Chair (undergradcouncil@tcu.edu) and forms for proposed new graduate programs are submitted to Office of Graduate Studies (tcugradstudies@tcu.edu)
 3. Properly prepared *Permission to Plan* forms will be submitted to the Provost Office and Associate Provost for Academic Planning, Budgeting and Operations for Review
 4. 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 Undergraduate Council Chair or the Office of Graduate Studies
 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.