

Proposing New Undergraduate Programs at TCU

5 STEPS

Step 1: Complete Permission to Plan Form

Fill out a Permission to Plan form that also includes a New Budget Template. Have the Permission to Plan form signed and approved by the dept. chair and dean. Submit these signed forms to undergraduatecouncilchair@tcu.edu

Step 2: Provost's Review

The Provost will review the Permission to Plan form during the appropriate calendar cycle and decide whether to let the program proceed. Note a successful permission to plan does not mean the program itself has been approved.

Step 3: Complete the New Program Form in Coursedog

If a unit receives permission to plan, it then needs to complete the New Program form in Coursedog and submit it for Undergraduate Council (UGC) review. Please note that the budget for the program should NOT be attached to this form and that units will need to work with the Office for Institutional Effectiveness to complete two assessment forms for the program proposal.

Step 4: Council Approvals

Once a program passes at UGC, the program will move on to the University Assessment Committee for SACSCOC-related evaluations.

Step 5: University Council Approval

If passed by both Undergraduate Council and the University Assessment Committee, the new program proposal will move to University Council for a vote. This is the final step in the process.