UNT’s New Program Development Process

**Ideation Phase**

- **By March 1st:** Dean submits New Program/ Standalone Certificate Notice of Intent (NOI) to Academic Administration
- **March:** Dean’s Council reviews NOIs and provides the provost a prioritized list of programs for market analysis
- **By March 31st:** EAB market analyses are ordered for the new programs the provost wishes to put forward
- **By May 20th:** Based on new program budget, programs with positive market analyses move to the development stage*

**Development Phase a**

- **By August 1st:** Chair submits new program form, including budget and enrollment objectives (including sunset criteria) to Academic Administration
- **September or October:** Appropriate curriculum committee approval

**Approval Phase b, c**

- **After Curriculum Committee/Final Provost Office Approvals:** UA submits THECB 50-mile notification
- **November or February:** BoR approval requested
- **December 15th:** SACSCOC prospectus submitted, if required (requires November BoR approval)

**Launch/Post-Launch Phase**

- **Launch:** Fall launch (Summer may be possible if a SACSCOC prospectus isn’t required)
- **Annual Review:** Evaluate enrollment, retention, SLO data, projected/actual budget allocations
- **Future Review:** Ensure program is collecting appropriate data for future APR/discipline-specific accreditation cycles
- **End of 3rd Year:** If enrollment objectives are not met, sunset criteria will be exercised

* REQUIRED for Department Chairs: Please contact University Accreditation to setup a meeting to discuss the information required BEFORE submitting the new program paperwork.

**a** There may be additional requirements for PhD programs.

**b** Online course development runs tandem with new program development. Please see accompanying online course development process.

**c** Discipline-specific accreditations may elongate this process substantially. Please discuss discipline-specific accreditation intentions when you meet with University Accreditation prior to submitting your paperwork.
UNT’s Online Course Development Process

**Early August:**
Academic Administration will notify CLEAR of the new online programs that have received initial planning authority

**August to September:**
1. **Initial Development Meeting:** Establish course development needs and timeline with department contact (usually chair)
2. **Faculty Development Meeting:** Instructional Consultant assigned, timeline refined, identification of training needs
3. **Forms:** Complete Approval to Develop and Intellectual Property Agreement forms
4. **List course in Schedule of Classes**

**October to May:**
**Course Development:** Faculty work independently and with Instructional Consultant to develop courses

*Anticipate 3-5 meetings (on average)*

**March and May:**
1. **Course Review 1:** Courses are provisionally reviewed in March. If the course does not meet expectations, the course will be removed from the Schedule of Classes.
2. **Course Review 2:** Final course reviews are conducted in May. Course design elements must align with standards prior to delivery approvals.