

## Approvals Needed for Offering a New Degree at RELLIS

### *For RELLIS Approval*

1. Submit proposed degree to RELLIS using form and flowchart of criteria for approval
2. Review new degree proposal at RELLIS Advisory Committee
3. Notify provosts of new degrees at CAO meeting

### *TAMUS & THECB Approval*

1. Institution secures System approval and notifies THECB
  - a. Use form for approving a new degree being offered by distance education. Submit form to Ken Poenisch
  - b. THECB requires notification within 50 miles of institution. These are currently done individually when institutions submit form to Ken who submits it to THECB.

### *Annual notifications for all programs*

1. RELLIS Advisory Committee will review programs annually and submit list of degrees to Ken Poenisch who will submit notification to THECB

<b>For degrees already approved at home institution</b>			
<b>Deadline</b>	<b>Review body</b>	<b>Form</b>	<b>Notes</b>
Dec. 1	RELLIS Advisory Committee	Submit Approval to Offer a New Degree at RELLIS form	This date allows the degree to be included in spring marketing materials and recruiting events.
June 1	Coordinating Board	Submit form for approving a new degree being offered by distance education.	Send request to Ken Poenisch. He will handle initial notification to Coordinating Board.
<b>For degrees that are new at the home institution</b>			
<b>Deadline</b>	<b>Review body</b>	<b>Form</b>	<b>Notes</b>
Mid-August	Board of Regents	Submit new degree program proposal.	Dates vary each year. Check Academic Affairs Agenda Item Submission deadlines.
Fall	Coordinating Board	Submit new degree program proposal	Ken Poenisch will forward new degree program proposal to Coordinating Board after BOR approval.
Dec. 1	RELLIS Advisory Committee	Submit Approval to Offer a New Degree at RELLIS form	This date allows the degree to be included in spring marketing materials and recruiting events with note “pending THECB and SACSCOC approval.”
Jan. 1	SACSCOC (if substantive change at institution)	Submit substantive change prospectus	Jan. 1 is deadline for fall implementation. Check with your SACSCOC liaison to see if new degree is a substantive change. You can submit the prospectus while you wait for THECB approval as long as you indicate to SACSCOC it is “pending THECB approval.”

## **Once approved, steps to implement degree at RELLIS**

1. RELLIS hosts onboarding discussion with faculty/dept chair/dean and RELLIS and Blinn counterparts
2. Blinn and regional institution review alignment of curriculum and develop articulation agreements (if either program's curricular requirements will be changed) and Transfer Guide, demonstrating the recommended four-year path to completion
3. System Marketing & Communication office communicates with regional marketing office to begin recruiting students for the program
4. Recruiters from regional institution, RELLIS, and Blinn meet to discuss recruiting strategies
5. Provost/dean at regional institution begins search for faculty housed at RELLIS

*Updated 2.3.2020*