

**Approximate Time to Completion\***

<b>Proposal Type</b>	<b>Approximate Time to Completion</b>	<b>Notes</b>
<b>Administrative changes</b>		
Name change, new department/college/school, reorganization of existing programs	45 days	Unless Board action is required
<b>Mission statements</b>		
Revised mission statements	3-6 months	Requires Board approval
<b>Preliminary authority requests</b>		
	3 months	
<b>New degree programs and certificates (Requires 30-day comment period)</b>		
Workforce/Academic certificate programs	45-60 days	
Applied/Academic associate degrees	45-60 days	
Bachelor's and master's degree programs under \$2 million	45-60 days	
Bachelor's and master's programs over \$2 million or in engineering	3-6 months	Requires Board approval
Doctoral programs	12-15 months	Requires Board approval
<b>Annual doctoral reports</b>		
	60-90 days	
<b>Distance education/off-campus programs (Off-campus programs require notification to area institutions)</b>		
Associate, bachelor's, and master's programs	45-60 days	
Doctoral programs	3-6 months	May require Learning Technology Advisory Committee (LTAC) approval; may require Board approval
<b>Off-campus educational units (Requires notification to area institutions.)</b>		
Off-campus educational units	6-9 months	Requires Board approval
<b>Temporary exemption requests for low-producing programs</b>		
	60 days	
<b>Core curriculum</b>		
Core curriculum changes	45-60 days	
Core curriculum reports	3 months	
<b>Unique need/local need courses</b>		
	45-60 days	
<b>Benchmark/Incentive awards applications</b>		
	9-12 months	Requires Board approval
<b>NRUF doctoral program reviews</b>		
	9-12 months	
<b>Chapter 7 (degree-granting institutions other than Texas public institutions)</b>		
Certificate of Authorization	30 days	
Certificate of Authority	6-9 months	Requires Board approval
Application for recognition of an accrediting body	6 months	Requires Board approval

\*PLEASE NOTE: Factors that can affect the time to completion for a proposal include, but are not limited to, completeness of the application, objections by other institutions, a legislative session, need for governing board approval, among others.