NEW DEGREE AND CERTIFICATE PROGRAMS
and
SIGNIFICANT CURRICULAR CHANGES
Routing Sheet

Program title: ____________________________________________

Will the program be taught by Distance Education?*: Yes _____ No ______

Will the program be taught at a Regional Campus?: Yes _____ No ______
If “Yes”, which Regional Campus(es): ____________________________

School Dean Review and Approval

Dean’s Signature: ____________________________
Date of Approval: ____________________________
Comments: ____________________________________________

Routing by the Executive Vice President for Academic Affairs

Submission must include completed THECB New Program Proposal Form
and completed Business Plan

EVPAA Signature: ____________________________
Date of Approval: ____________________________
Comments: ____________________________________________

Assistant Vice President for Student Services, Registrar, and
Financial Aid Signature: ____________________________
Date of Review: ____________________________
Comments: ____________________________________________

Director of Student Business Services Signature: ________________
Date of Review: ____________________________
Comments: ____________________________________________

*SACSCOC defines distance education as a formal educational process in which the majority (≥50%) of the instruction (interactions between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way or two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio conferencing; or videocassettes, DVD’s, and CD-ROMS if used as part of the distance learning course or program.
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