

Texas Higher Education Coordinating Board  
Division of Workforce, Academic Affairs and Research

Estimated Days Required to Complete Work Activities

Action and Proposals	Approximate Time to Completion	Notes
<b>Administrative Change Notifications</b>		
Degree Program Name Change (No CIP code implications) New Department/College/School (within Institutional Mission) Reorganization of Existing Degree Programs	45 days	Requires Notification to THECB
<b>Mission Statement Notifications</b>		
Revised Mission Statement	30 days	Requires Notification to THECB
<b>Degree Program Planning Notifications</b>		
	30 days	Requires Notification to THECB
<b>New Degree Certificates and Programs</b>		
Workforce Certificate Program Academic Certificate Program	45-60 days	
Applied Associate Degrees Academic associate degrees	45-60 days	
Bachelor's Degree Program under \$2 million Master's Degree Program under \$2 million	45-60 days	
Bachelor's Degree Program in Engineering and/or more than \$2 million Master's Degree Program in Engineering and/or more than \$2 million	300 days	Requires Board approval
Doctoral Degree Program	300 days	Requires Board approval
<b>Annual Doctoral Reports</b>		
	60 days	
<b>Distance Education/Off-campus programs</b>		
<i>Off-campus Programs Require Proposing Institution to Notify Area Institutions 30 days Prior to Submission</i>		
Associate, Bachelor's, and Master's programs	45-60 days	
Doctoral Programs	120-180 days	May require Learning Technology Advisory Committee (LTAC) Approval and May require Board approval
<b>Off-campus educational units</b>		
<i>Requires Proposing Institution to Notify Area Institutions 30 days Prior to Submission</i>		
Off-campus educational units	180-270 days	Requires Board approval

Action and Proposals	Approximate Time to Completion	Notes
<b>Core curriculum</b>		
Core curriculum changes	45-60 days	Starting fall 2014 Institutions may only submit one change per year
Core curriculum reports	360 days	
<b>Unique need/local need courses</b>		
	45-60 days	
<b>Benchmark/Incentive awards applications</b>		
	270-360 days	Requires Board approval
<b>NRUF doctoral program reviews</b>		
	270-360 days	
<b>Chapter 7</b>		
<b>(degree-granting institutions other than Texas public institutions)</b>		
Certificate of Authorization	30 days	
Certificate of Authority	180-270 days	Requires Board approval
Application for recognition of an accrediting body	180 days	Requires Board approval

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