Proposing a New Academic Program
Job Aid

IMPORTANT: In the planning phase, whoever initiates a new academic program in CourseLeaf will complete a set of general questions and a detailed Online Questionnaire (if the program will be 100% online). Then, later in the Analysis Phase, the proposal will route back to the initiator to complete more in-depth questions about the feasibility of the program based on a strategic market analysis. Some revisions might also need to be made to the original proposal at this time based on other analyses provided. Please ensure that the person who initiates the program works with department and college leadership on this proposal and has access to the information needed to thoroughly answer these questions.

Planning Phase
The planning phase is used to gather initial data and information about the proposed program.

Login to CourseLeaf
Access the CourseLeaf Program Management system from the Academic Programs and Agreements webpage. Select the CourseLeaf Access: Programs toggle on the grey search bar. Use your abc123 username and passphrase to log in.

Propose New Program
Once logged into the system, select the green “Propose New Program” button. The form that appears should be used for submitting a new program, minor, or certificate (graduate or undergraduate).

Fill out the:
- Submitter Information section,
- New Program Proposal section (see notes for this section below),
- Stage 1 – Planning Phase section, and
- Online Questionnaire section (if 100% online was selected for method of delivery).

Notes for New Program Proposal section:
- Program Name – Please indicate degree designation along with the Program name (e.g. B.A. xxx, M.S. xxx or Ph.D. xxx)
- Desired Implementation Date – Be mindful of whether or not you are submitting an undergraduate or graduate program and their catalog submissions dates/deadlines. PhD programs, on average will take up to 2 – 2 ½ years to obtain approval. Please consult with the Graduate School and academicprograms@utsa.edu with questions.
- CIP Code – The Coordinating Board will no longer accept CIP Codes that end in “99.” Also, please notice there is a new section that asks you to enter “up to” 5 additional CIP codes for the proposed program which will be used during the Program Marketing Analysis review.

Initiate Workflow
When you reach the portion of the form that prompts you to STOP, this completes the planning phase of this proposal. Please do not complete the Stage 2 set of questions until the proposal routes back to you as the Initiator.
At this point, either initiate the workflow by clicking the “Start Workflow” button at the bottom of the form or click “Save Changes” to save your progress. You can then come back to your proposal and start the workflow later when you have finished completing these sections of the form.

**Analysis Phase**

The analysis phase begins once the workflow is started. The proposal will route to approvers who will provide a program market analysis (including labor market trends), strategic marketing analysis, and online program implications (if applicable). Once the proposal is routed back to you as the initiator, these analyses will be included in the Supporting Documentation and Review section at the bottom of the program proposal.

**Email Prompt**

When the workflow returns to you, you will receive an email from CourseLeaf letting you know that an action is required by you on your proposal.

**Login to CourseLeaf**

Use the link provided in your email from CourseLeaf to log in to CourseLeaf Program Management. This should take you directly to your proposed program form.

**Begin Stage 2**

Select the blue “Edit” button when you are ready to fill out Stage 2 of the proposal. Select “Yes” under the “Are you ready to complete Stage 2” question. This will prompt the Stage 2 – Analysis Phase questions to appear.

**Fill out the:**

- **Stage 2 – Analysis Phase Questions.** Refer to the Supporting Documentation and Review section and use the analyses and notes in this section to answer these questions.
- **The Catalog Integration section.** Refer to the Catalog Integration Points document for instructions on completing this section.

**Initiate Workflow**

At this point, either click the green “Approve” button, which routes the proposal to the department curriculum committee chair, or click “Save Changes” to save your progress. You can then come back to your proposal and approve it later when you have finished completing these sections of the form.

**Department and College Leadership Approval**

After you approve the proposal, department and college leadership will receive the proposal in workflow for their approval. They will review the information provided and examine the proposal for feasibility. They will either approve it or roll it back to you for revisions.

**Roll Back Feature (if applicable)**

If a proposal is rolled back to you, you will receive an email via CourseLeaf letting you know that an action is required by you. You will need to click on the link and read the notes from the approver at the bottom of the proposal. If edits are needed to the proposal, select the blue “Edit” button and make the necessary revisions. Approve when ready to submit to workflow again.
**Financial Analysis**
College financial leads will receive the proposal in workflow for approval. College financial leads should consult with the Academic Affairs financial team to complete the Coordinating Board’s new Budget and Enrollment form for new degree programs. A Financial Analysis should also be completed at the College Financial Lead step and should be attached to the proposal in the Supporting Documentation and Review section labeled Financial Analysis. There is also a place provided for budget notes if applicable.

**Supporting Documentation and Review Section:**
As the proposal routes to each approver in the workflow, this section of the form is used to house documentation related to the new program and reviewer notes.

- Notes regarding UT System and THECB review and approval steps will be in this section.
- Notes regarding SACSCOC review and approval of this program (if applicable) will be in this section.

**Shared Governance Phase**
The shared governance phase includes input and approval from various representative bodies at UTSA and University leadership. In this phase, the proposal will route through the Associate Vice Provost for Undergraduate Studies or the Senior Vice Provost and Dean for Graduate Studies to Academic Council, Graduate Council, Faculty Senate and the Provost and Senior Vice President for Academic Affairs.

Once these approvals are obtained, the approval process will begin (as applicable) for any outside entities including The University of Texas (UT) System, Texas Higher Education Coordinating Board (THECB), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Develop and complete THECB proposal and supporting documents at this time.

**For graduate programs, contact the Graduate School** for appropriate timelines and completion of the proposal and supporting documents.

**For new programs that need SACSCOC approval, reach out to the SACSCOC Accreditation Liaison** to discuss timelines and to begin developing a prospectus with faculty roster.