

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
APPROVAL OF NEW DEGREE AND CERTIFICATE PROGRAMS, and  
DEGREE AND CERTIFICATE PROGRAM TERMINATION**

Routing Sheet

**Program Title:** \_\_\_\_\_

**Required Attachments for New Program Approvals**

- Completed Texas Higher Education Coordinating Board (THECB) request form  
*Request for New Doctoral or Professional Program Proposal Form*  
*New Certificate Notification Form*
- Documentation of relevant school-level approvals (e.g., Curriculum Committee Meeting Minutes)
- Documentation of Academic Council approval (Academic Council Meeting Minutes)
- Completed Business Plan (as requested)

**Required Attachments for Program Termination**

- Completed Texas Higher Education Coordinating Board (THECB) request form:  
[\*Degree Program and Administrative Unit Change Request Form\*](#)
- Documentation of relevant school-level approvals (e.g., Curriculum Committee Meeting Minutes)
- Documentation of Academic Council approval (Academic Council Meeting Minutes)
- Completed Teach-Out Plan (as requested)

**Academic Council Approval**

**Chair's Signature:** \_\_\_\_\_  
**Date of Approval:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**School Dean Approval**

**Dean's Signature:** \_\_\_\_\_  
**Date of Approval:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**Routing by the Vice President for Academic Affairs (VPAA)**

The Office of Academic Affairs will secure the following approvals:

**Library Director Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**Financial Aid Officer Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**Student Business Services Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**Registrar Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**IT Academic Support Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**Student Services and Student Engagement Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**Chief Financial Officer Signature:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Comments:**

**VPAA Review and Approval**

**VPAA Signature:** \_\_\_\_\_  
**Date of Approval:** \_\_\_\_\_  
**Comments:**

**President Review and Approval**

**President Signature:** \_\_\_\_\_  
**Date of Approval:** \_\_\_\_\_  
**Comments:**

**New Degree Programs and Degree Program Termination**

**Board of Regents' Review and Approval**

**Date of Approval:** \_\_\_\_\_