Form Guidance

Effective June 1, 2023, an online planning notification form must be submitted for academic associate, bachelor's, master's, doctoral and professional degrees prior to submission of the full degree program proposal ([TAC 2.41](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=41)).

* **Planning notification for all doctoral and professional programs must be submitted one year prior to submission of the full proposal** ([TAC 2.143](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=143)).
* Multidisciplinary, applied, and embedded associate degrees are exempt from the planning notification requirement.

**How to use this document:**

* All planning notifications must be submitted through the new Data Submission Portal (DSP). Only individuals responsible for submitting program and certificate requests will have access to the DSP.
* This document can be used to collect required information for planning notifications.

Online Form

**Required Online Fields:**

Proposal ID: *autogenerated*

Institution: *dropdown*

Request type: *autogenerated*

Proposed CIP Code: *dropdown/text (Note: THECB no longer accepts CIP codes that end in ‘99’* )

CIP Code Name: *autogenerated*

Degree Level: *dropdown*

Proposed Degree Designation Abbreviation (e.g. PHD): *text - 8 character limit, do not use periods*

Proposed Degree Program Title (e.g. Psychology):  *dropdown/text*

Anticipated Date of Full Proposal Submission: *date*

**Required Approval Contact Information:**

* Submitter Contact: *name, email, phone*
* Proposal Contact: *name, email, phone*

Note: Form submitter will certify that the CAO/CIO or designee has approved the request.