



Policy Number and Chapter: 06.037 Faculty Affairs

Policy Title: Course and Curriculum Development

Policy Statement. This policy prescribes how new programs (i.e., degree programs, and/or certificate programs) can be added, substantively changed or expanded and it identifies the entities engaged in the approval process.

Application of Policy. Faculty and Academic Administrators.

Definitions.

1. **Reportable Certificate.** “Reportable Certificate” means a certificate program that requires approval or notification from the Texas Higher Education Coordinating Board (THECB). Reportable certificates comprise greater than 20 semester credit hours at the undergraduate level or greater than 15 semester credit hours at the graduate level.

Procedures and Responsibilities.

1. **Approval of New Programs.**
 - (a) No new degree program, graduate academic certificate, or reportable undergraduate certificate program may be added at the University of North Texas without receiving the initial planning authority of the Provost and Vice President for Academic Affairs and receiving additional internal and external approvals. Steps for approval may vary depending on each proposal. Once initial planning authority is provided these steps may include requiring approvals through the appropriate college and university-level curriculum committees, a final approval from the Provost, the University of North Texas System, the Board of Regents, and the THECB, and in some cases the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All graduate certificates require initial planning authority regardless of whether they are reportable to the THECB. The Office of University Accreditation facilitates the approval process of new programs for the Provost’s Office and determines the required steps. Proposals should be submitted to the Assistant Vice Provost for Accreditation and Institutional Effectiveness.
 - (b) No new degree program approved by the Board of Regents or reportable certificate will be initiated by the University until the THECB has approved the program. No funds appropriated to the University may be expended for any program that has been disapproved by the THECB.

2. Substantive Changes to Academic Programs.

University Policy 06.053, Reporting Substantive Change, explains the procedures related to reporting substantive changes. Any time the University seeks a significant modification or expansion of the nature and scope of an academic program (including off-campus and distance education), the University will follow the substantive change procedures established by SACSCOC and THECB, and will inform THECB and SACSCOC of such changes in accordance with those procedures. Except in those types of changes exempted by SACSCOC/THECB, the University will not implement any substantive change to an accredited program without receiving prior approval from SACSCOC/THECB.

3 Expenditures for Programs Disapproved by the Board.

No funds appropriated to the University may be expended for any program which has been disapproved by the THECB, unless the program is subsequently specifically approved by the legislature.

4. Liaisons.

The President shall appoint an official liaisons between the University and SACSCOC and between the University and the THECB. These liaisons will be responsible for developing and implementing procedures necessary to assure compliance with SACSCOC requirements (and policies) and THECB guidelines.

Responsible Party: Vice President for Academic Affairs, Assistant Vice Provost for Accreditation and Institutional Effectiveness

References and Cross-references.

<http://www.sacscoc.org/policies.asp>

UNT Policy 06.053, Reporting Substantive Change

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