



Procedure Title: Administrative Procedures for Course and Curriculum Development

Associated Policy: 06.037 Course and Curriculum Development

I. Procedure Purpose

These procedures have been established to implement UNT Policy 06.037, Course and Curriculum Development. The procedures relate to any unit (e.g., department, school, college, center, etc.) or individual proposing to develop a new academic program or substantially alter an existing program.

II. Procedure Process

A. Requesting Substantive Changes to Academic Programs

1. All proposals to develop a new academic program or to substantially alter an existing academic program (including off-campus instruction) must have the written approval of the Provost and Vice President for Academic Affairs (VPAA) prior to the initiation of a substantive change. Approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is required before enacting any substantive changes to existing academic programs. The implementation of curricula or instructional change may not begin until the SACSCOC Accreditation Liaison Officer (ALO) has received written approval of the substantive change from SACSCOC.
2. All communication with SACSCOC must be routed through the ALO. The ALO is responsible for all communication between the University and SACSCOC.

| Responsible Party | Action |
|---|---|
| <p>Any unit proposing to develop a new academic program or proposing any substantive changes to existing academic programs</p> | <ol style="list-style-type: none"> 1. Obtain the appropriate forms online at the Office of the Provost and Vice President for Academic Affairs website (https://vpaa.unt.edu/curriculum/new-prog-change-exis). <ol style="list-style-type: none"> a. Complete the "Notice of Intent" for new programs and/or Stand alone certificates b. Complete the proposal form (and budget, if required) for all other changes and new programs once notice of intent is approved. 2. Submit forms electronically or deliver a hardcopy to both the Vice Provost of Academic Administration and the SACSCOC ALO at least nine (9) months in advance of the proposed implementation of curricula or instructional change. |

| | |
|---|--|
| <p>Vice Provost of Academic Administration</p> | <ol style="list-style-type: none"> 1. Review properly completed and submitted requests on a first-come, first-serve basis, based on the department or college/school priority, as soon as possible after receipt. 2. Approve or deny the request and notify the requestor of the decision via the e-mail address provided on the request form. 3. Maintain a copy of the request form and decision in accordance with the records retention schedule. |
| <p>Accreditation Liaison Officer (ALO)</p> | <ol style="list-style-type: none"> 1. Prepare a written statement of substantive change requirements, including whether a Substantive Change Prospectus and/or Faculty Roster are required, and deliver the written statement to the requesting academic unit within one (1) month of receiving notice of planning authority. 2. Prepare all other related substantive change documents, THECB documents, obtain appropriate UNT approvals, and forward the materials to THECB and SACSCOC within the specified timelines, as required. 3. Review proposals and budgets. Work with departments to ensure the proposal is accurate and that the budget is complete. 4. Notify the Provost and VPAA and the requestor of SACSCOC decision regarding the substantive change request and/or THECB approval, as soon as possible after receipt. 5. Review the proposed schedule of classes and any updates to that schedule prior to public posting to ensure that off-campus and distance course and program offerings comply with SACSCOC requirements, on a semester-by-semester basis. |

| | |
|--|---|
| <p>Each college/school and academic department</p> | <p>1. Monitor all curricula and instructional changes which may require notification to or approval by SACSCOC and THECB.</p> |
| <p>Questions concerning these procedures should be directed to UNT's SACSCOC Liaison at (940) 565-4266. Refer to the SACSCOC Substantive Change Policy for information on the type of changes that require SACSCOC approval.</p> | |

III. Revision History

| | |
|--------------------------|---|
| <p>Policy Contact:</p> | <p>Policy Director, Office of the Provost and VP for Academic Affairs</p> |
| <p>Date:</p> | <p>10/24/2018</p> |
| <p>Dept(s) Involved:</p> | <p>Academic Affairs</p> |
| <p>Revision(s):</p> | <p>-</p> |