



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.037 Course and Curriculum Development

I. Policy Statement

University of North Texas courses and curricula are closely aligned with the university's mission to produce enduring value for students through educational experiences and credentials that unlock their potential to adapt to change, achieve professional success in a rapidly changing economy, and lead lives of meaning and purpose. Courses and curricula contribute to the university's mission in one or more of the following ways: they are foundational and fundamental to a sound postsecondary education; are necessary to prepare students for civic and professional life; equip students for participation in the workforce and in the betterment of society; and ensure a breadth of knowledge in compliance with applicable accreditation standards.

Courses and curricula are added, substantively changed, or expanded based on their cost to students and to the university. This policy prescribes how courses and programs (i.e., degree programs and certificate programs) are added, substantively changed, or expanded.

II. Application of Policy

Faculty and Academic Administrators.

III. Policy Definitions

A. Program

"Program," in this policy, means a curriculum which, upon completion, confers a degree in a specific field of study and/or a certificate that acknowledges competency in a specific skill.

B. Reportable Certificate

"Reportable Certificate," in this policy, means a certificate for an undergraduate or graduate program that requires approval or notification from the Texas Higher Education Coordinating Board (THECB). A certificate is a formal award granted by an institution of higher education certifying the satisfactory completion of a higher education program. Upon completion, a certificate is valid without further action on the individual's part. Reportable certificates are documented on the student's transcript.

C. Substantive Change

"Substantive Change," in this policy, means a significant modification or expansion of the nature of the program.

IV. Policy Responsibilities

A. Development of New Programs and Certificates

General Requirements. Faculty and academic administrators authorized to develop and approve courses and programs, including those awarding a certificate, are responsible for ensuring that these courses and programs are designed or revised in a manner that provides value for the taxpayers of Texas by translating their investments into graduates, discoveries, innovations, and creative contributions that serve the public interest, and value for the nation through direct contributions to economic and national security and the development of well-educated citizens who are ready to engage in productive dialogue and civil discourse. Faculty and academic administrators authorized to develop and evaluate courses and programs are also responsible for ensuring/certifying that those courses and programs comply with applicable federal and state laws.

Minor Degree and Certificate Programs. In addition to the general criteria above, faculty and academic administrators who are authorized to develop and approve minor degree and certificate programs are responsible for the timely collection and analysis of specific industry data to substantiate workforce demand for the minor degree or certificate.

Certification of Proposed New and Revised Minor Degrees and Certificate Programs. The dean of the college that is proposing a new minor degree or certificate program or a revision to an existing minor degree or certificate program shall certify that the requirements of this section have been met. This certification shall be made on a form and in a manner determined by the Provost and Vice President for Academic Affairs.

- a. New degree programs, graduate academic certificates, and reportable undergraduate certificate program must be approved by the Provost and Vice President for Academic Affairs and receiving additional internal and external approvals. All graduate certificates require initial planning authority regardless of whether they are reportable to the THECB.
- b. The Office of University Accreditation facilitates the approval process of new programs for the Provost's Office and determines the required steps. Proposals must be submitted to the Assistant Vice Provost for Accreditation and Institutional Effectiveness. Steps for approval may vary depending on each proposal. Once initial planning approval 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).
- c. No new degree program or reportable certificate program approved by the Board of Regents will be initiated by the University until the THECB has approved the program.

B. Substantive Changes to Academic Programs

[UNT Policy 06.053, Reporting Substantive Change](#) explains the procedures related to

reporting substantive changes. Any time the University seeks a substantive change to 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.

C. *Expenditures for Programs Disapproved by the THECB*

Funds appropriated to the University may be expended only for programs that have been approved by the THECB or specifically approved by the legislature.

D. *Liaisons*

The UNT President must appoint an official liaison 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.

E. *Comprehensive Review of the General Education Curriculum*

[Senate Bill 37 51.35 General Education Curriculum Review \(2025\)](#) requires that the UNT Board of Regents conduct a comprehensive review of the university general education curriculum at least once every five years. The UNT President may appoint a committee to assist the Board of Regents in carrying out its duties, including by making recommendations to the board. Members of the committee may include faculty employed full-time by the institution; institution administrators; community leaders; industry representatives; and other individuals.

V. References and Cross-References

[Texas Education Code, section 51.315](#)

[SACSCOC Policies](#)

[Senate Bill 37 51.35 General Education Curriculum Review \(2025\)](#)

[UNT Policy 06.029, Academic Program Review and Discontinuation](#)

[UNT Policy 06.053, Reporting Substantive Change](#)

VI. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
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