

Proposal for Changes to Existing Undergraduate and Graduate Programs and Certificates

Please fill out the sections that apply to your change. Most existing program changes only require the completion of the first two pages and the signature blocks on the last page. **This is a fillable PDF.** Place your cursor next to or below the form's text and your cursor will blink, allowing you to enter text. Save a copy to your computer to prevent losing data. Once the chair and dean have signed, please email the signed copy to Elizabeth.Vogt@unt.edu.

APPLICABILITY: Use this form when: (a) adding a concentration to a degree (**only required if the concentration significantly changes the degree in its current form**); (b) consolidating degrees; (c) closing a degree or certificate or closing a mode of instruction; (d) increasing/decreasing SCH for a degree/certificate; (e) changing a CIP code; (f) changing program modality to more than 50% online; (g) entering into a collaborative academic arrangement that includes the initiation of a dual/joint program;(h) offering a degree or certificate program at an off-site location; (i) initiating a direct assessment competency-based educational or prior learning assessment program; (j) renaming a degree/certificate; (k) creating a Grad Track pathway; (l) changing the name of a college/academic department; (m) moving degree/certificate programs between colleges/ departments; (n) moving departments to other colleges; or (p) creating/closing a department/ college.

I. **Change Type:** Is this a new program proposal or a change to an existing program?

- New program/
certificate Change current program Program/certificate
elimination

II. **Change Characteristics:** Please check all boxes that apply to your proposal:

- Undergraduate 100% online New administrative unit Off-site location
Note location:
Hybrid (50 - 99% online)
- Graduate Grad Track Other:

III. **Proposed/Current Program Name:** How will/does the program appear on the THECB's program inventory (e.g., *Bachelor of Business Administration degree with a major in Accounting*)?

IV. **Proposed/Current CIP Code:**

V. **Administrative Unit:** Where in UNT's organizational structure will/is the program be housed (e.g., *Department of Electrical Engineering within the College of Engineering*)?

VI. **Description of Change:** Provide new program rationale or identify the purpose of the requested program change in context to UNT's mission and goals (<https://www.unt.edu/about-unt>). How does the new program/program change fit into UNT's three strategic planning objectives (<https://planning.unt.edu/strategic-planning>). Provide method of program delivery (off-site, main campus, online) and the program's educational objectives. If requesting a program change, please note any curricular or student impacts as a result of the proposed change. Provide evidence that the program's faculty were involved in the review and approval of the new program/proposed change(s).

VII. **Proposed Implementation Date:** What is the first semester and year that students would enter the new program or when do you want the program change to start?

VIII. **Contact Person:** Provide contact information for the person who can answer specific questions about this proposal.

Name and Title:

E-mail:

Phone:

XIV. **Approvals:**

Department Approval:

_____ Date

Chair's Signature

College/School Approval:

_____ Date

Dean's Signature

Provost's Office Initial Approval:

_____ Date

Assistant Vice Provost for Accreditation's Signature

Provost's Office Final Approval (May provide email in lieu of signature):

_____ Date

Provost's Signature

CLEAR Approval (online programs):

_____ Date