Degree Program Inventory Change Process

Starting Point

Proposal to Make a Degree Program Inventory Change

* Obtain Provost Approval by Submitting a Proposal for New Programs & Changes to Existing Programs Form. Submit to Elizabeth Vogt in University Accreditation.

Change is submitted for departmental and college approvals

Proposal goes before University-level curriculum committees, only after Provost's approval is obtained for the actions listed below.

Process to update the catalog and gain faculty approval

Change reflected in Catalog

Depending on type*, changes are not made until University Accreditation confirms all necessary approvals are received. Originating Chair/Associate Deans notified when approved.

*Proposals for New Degree Programs AND Changes to Existing Programs

As of fall 2017, a new form was implemented to replace the following forms: VPAA-182 Request for UNT Planning Authority Form, Online CLEAR Program Proposal Form, and University Accreditation’s usage of the THECB Long Form. The form will now be used in place of the three forms. Please fill out the sections that apply to your proposal for the following types of changes.

APPLICABILITY: Use this form when:
(a) creating a new degree/stand alone certificate (online, face-to-face, or hybrid);
(b) adding a concentration to a degree (only required if the concentration significantly changes the degree in its current form);
(c) consolidating degrees;
(d) closing a degree or certificate;
(e) increasing/decreasing SCH for a degree/certificate;
(f) changing a CIP code;
(g) changing program modality to more than 50% electronically delivered, e.g. online, video conferencing, etc.;
(h) entering into a collaborative academic arrangement that includes the initiation of a dual/joint program;
(i) offering a degree or certificate program at an offsite location;
(j) initiating a direct assessment competency-based educational program;
(k) renaming a degree/certificate;
(l) creating a Grad Track pathway (a copy of the Grad Track application should be attached to this form and entered in Curriculog);
(m) changing the name of a college/academic department;
(n) moving degree/certificate programs between colleges/departments;
(o) moving departments to other colleges; or
(p) creating/closing a department/college.

University of North Texas

Degree Program Inventory Change Process

Proposal Sent to University Accreditation

(Processes do not begin until Curriculum Committee Approval is Received, if required)

CLEAR Approval Process, if necessary

New Degree Process for UNTS BoR

UNT System Approvals

SACSCOC Reporting & Approval Process

THECB Reporting & Approval Process

Update Program Review Cycles and IR Data/Reports

UBSC Updates University Web/Print Collaterals

Process to Update EIS System, DARS & Advising

Proposal Goes to University Accreditation

(Processes do not begin until Curriculum Committee Approval is Received, if required)

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University Accreditation, 8.27.2020