

UNT Academic Administrative Change Request Checklist

THECB: “Administrative changes involve the creation of or changes to an academic administrative unit at a university or health-related institution. Administrative changes include the creation of new administrative units--colleges, schools, divisions, departments--as well as changes to existing administrative units, such as a name change, consolidation of existing units, or movement of a program into another unit.”

- Complete the appropriate form for changes to existing programs in detail, with signatures, and submit to Elizabeth Vogt, Assistant Vice Provost, Accreditation & Institutional Effectiveness in the Office of University Accreditation (UA).
 - The forms are available at: <https://vpaa.unt.edu/curriculum/new-prog-change-exis>
- Once approved, UA reviews the form to determine if the change requires reporting to SACSCOC or the THECB.
- If THECB reporting is required**, UA works with the department to prepare the THECB *Notification Form for Administrative Changes*:
 - UA prepares a draft of the letter and the THECB notification form
 - UA routes the request to UNT administration, UNT System, and finally the Chief Academic Officer (CAO) for approval and final signatures.
- UA submits the THECB notification to the THECB and forwards a copy to UNT faculty and administrators affected by the change.
- Once the THECB acknowledges the change, a copy of the THECB response is forwarded to UNT faculty and administrators affected by the change, including the originating department.
- If SACSCOC reporting is required**, UA works with the department to prepare the appropriate SACSCOC required forms, and UA submits the request to SACSCOC.
 - UA will inform the department if SACSCOC approval is required prior to implementation.
 - UA will keep the department informed of any SACSCOC responses.

