

UNT Checklist for Changing the Title, CIP Code or Semester Credit Hours (SCH) of a Degree/Certificate

- Complete the appropriate form for changes to existing programs in detail, with signatures, and submit to Elizabeth Vogt, Assistant Vice Provost, Accreditation and 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 form to determine if the change requires reporting to SACSCOC or the THECB.
- Once the Provost provides Initial Planning Authority, submit the proposal through Curriculog
 - A change in degree title, CIP code or semester credit hours (SCH) for a degree or certificate program must be approved by the appropriate Graduate Council or University Undergraduate Curriculum Committee.
 - The process can be tracked in Curriculog, and will be monitored by the Registrar's Office.
 - After the proposal is approved by the department and associate dean/dean in Curriculog, it will be placed on the appropriate curriculum committee's agenda, according to program level, with the assistance of the Registrar's Office and the Toulouse Graduate School (graduate programs).
- Once curriculum committee approval is given, the department/school proposing the change will work with UA to prepare appropriate SACSCOC/THECB documentation.
 - UA will determine if the change requires SACSCOC approval or notification in addition to the THECB.
 - UA will also work with the department to ensure the minimum/maximum SCH requirements are met, and that changes are reported and approved appropriately.
 - UA will work with the department to obtain the rationale pertaining to the action requested and the desired effective date.
- Once all information is provided by the department, UA will draft the THECB letter that will accompany required forms. The draft of the THECB request will be sent to the department chair (and program director, if any) and associate dean for review.
- Once departmental approval and associate dean approval are received, UA will route the request to necessary internal stakeholders for review, including UNT System staff. Upon approval, the request will be submitted to the Provost for final review and approval.
- After the provost's signature is obtained, the request will be uploaded to the THECB for approval. Once a response is received, UA will share the response with the department and other offices affected by the change.
- If the change requires SACSCOC notification or approval, UA will work with the department to submit the request, and communicate the response from SACSCOC with the campus. Some changes require SACSCOC approval before they can take effect.



Office of University Accreditation
University of North Texas

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