

ADMINISTRATIVE PROCEDURE

Requesting Substantive Changes to Academic Programs

Related Policy: 06.037 – [Course and Curriculum Development](#)

These procedures have been established to implement UNT Policy 06.037, Course and Curriculum Development. The procedures relate to any unit (e.g., department, school, college, center, etc.) or individual proposing to develop a new academic program or substantially alter an existing program.

Procedure for Requesting Substantive Changes to Academic Programs

All proposals to develop a new academic program or to substantially alter an existing academic program (including off-campus instruction) must have the written approval of the Provost and Vice President for Academic Affairs (VPAA) prior to the initiation of a substantive change. Approval by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) is required before enacting any substantive changes to existing academic programs. The implementation of curricula or instructional change may not begin until the SACS Liaison has received written approval of the substantive change from SACS.

All communication with SACS must be routed through the SACS Liaison. The SACS Liaison is responsible for all communication between the University and SACS.

Responsible Party	Action
Any unit proposing to develop a new academic program or proposing any substantive changes to existing academic programs	<ol style="list-style-type: none">1. Obtain a copy of the <i>Request for UNT Planning Authority Form</i> (VPAA-182) online at the Office of the Provost and Vice President for Academic Affairs website (vpaa.unt.edu) or 207 Hurley Administrative Building.2. Complete the form and submit it electronically or deliver a hardcopy to both the Provost and VPAA and the SACS Liaison at least nine (9) months in advance of the proposed implementation of curricula or instructional change.
Provost and VPAA	<ol style="list-style-type: none">1. Review properly completed and submitted requests on a first-come, first-serve basis, based on the department or college/school priority, as soon as possible after receipt.2. Approve or deny the request and notify the requestor of the decision via the e-mail address provided on the request form.3. Maintain a copy of the request form and decision in accordance with the records retention schedule.
SACS Liaison	<ol style="list-style-type: none">1. Prepare a written statement of substantive change requirements, including whether a Substantive Change Prospectus and/or Faculty Roster are required, and deliver the written statement to the requesting academic unit within one (1) month of receiving notice of planning authority.2. Prepare all other related substantive change documents, obtain appropriate UNT approvals, and forward the materials to SACS within the specified timelines.

	<ol style="list-style-type: none"> 3. Notify the Provost and VPAA and the requestor of SACS decision regarding the substantive change request, as soon as possible after receipt. 4. Review the proposed schedule of classes and any updates to that schedule prior to public posting to ensure that off-campus and distance course and program offerings comply with SACS requirements, on a semester-by-semester basis.
Each college/school and academic department	Monitor all curricula and instructional changes which may require notification to or approval by SACS.

Questions concerning these procedures should be directed to UNT's SACS Liaison at (940) 565-3490. Refer to the [SACS Substantive Change Policy](#) for information on the type of changes that require SACS approval.