Creating New Degree Programs at UNT: Required Steps and Timing Implications

Faculty Recommend Creation of New Program:
Complete Request for UNT Planning Authority Form (VPAA-182).

Dean & Provost
Reviews Authority Form
not approved approved

2 months

No Action or Return to Faculty

Department submits the proposal through Curriculog for the appropriate curriculum committees. Department also works with UNT University Accreditation (UA) on the appropriate THECB New Degree Certification Form or THECB Full Request Form.

College Curriculum Committee Review
not approved approved

1 month

Return to Department

UCCC / Graduate Council Review
not approved approved

UA sends THECB approval notification letter to Dean, Associate Dean and Dept. Chair. Degree Inventory updated. Program initiates enrollment plan.

UA sends documentation to THECB
not approved approved

3-4 months

Supporting Data Sent to UA for SACSCOC Review
significant departure from current programs* not a significant departure from current programs*

UA sends documentation to SACSCOC
not approved approved

6-8 months

Return to Department

SACSCOC only accepts a prospectus in January or July AND it must be at least 6 months prior to start date

UA sends notification to SACSCOC
not approved approved

1 month

Once SACSCOC and THECB approve the degree, the program is official. The program may advertise without including “Pending SACSCOC Approval”.

UA sends documentation to SACSCOC
not approved approved

SACSCOC & THECB approval required before start date

Return to Department

“Any advertising must state “Pending SACSCOC Approval”.

Board of Regents Review
not approved approved

3-5 months

UA Review, UNT System Review & 50-mile notification
not approved approved

1-2 months

UA sends documentation to THECB
not approved approved

3-4 months

Return to Department

Limited action can be taken with prospective students, advertising or the UNT degree inventory until UNT receives affirmative responses from SACSCOC and THECB on new degree programs (see below). Individual Departments are responsible for ensuring discipline-specific accreditation standards are being met.

TOTAL TIME: Up to 26 Months

*Factors Impacting SACSCOC Substantive Change

SACSCOC defines a significant departure as a program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a “significant departure” it is helpful to consider the following questions:

• Does the way that the degree is offered online trigger the SACSCOC 25-49% distance learning policy?
• What previously approved programs does the institution offer that are closely related to the new program and how are they related?
• Will significant additional equipment or facilities be needed?
• Will significant additional financial resources be needed?
• Will a significant number of new courses be required?
• Will a significant number of new faculty members be required?
• Will significant additional library/learning resources be needed?
• Will competency-based credits be awarded?

◊ This is not an exhaustive list. Please contact University Accreditation for any matters related to Substantive Change.