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

### Faculty Recommend Creation of New Program:
- Completes Request for UNT Planning Authority Form found at: [http://vpaa.unt.edu/faculty-resources/forms-and-templates](http://vpaa.unt.edu/faculty-resources/forms-and-templates)

### Dean & Provost
- Reviews Authority Form
- **2 months**
- Not approved
- **approved**

### No Action or Return to Faculty

### Department works with UA on the UCC/AD-103 (ADD/DELETE DEGREE FORM) and the THECB New Degree Certification Form or Program Proposal found at: [https://vpaa.unt.edu/sites/default/files/forms/UCC_AD_103.doc](https://vpaa.unt.edu/sites/default/files/forms/UCC_AD_103.doc)
- **2 - 3 months**

### College Curriculum Committee Review
- **1 month**
- Not approved
- **approved**

### Return to Department

### UUCC / GC Review, then Provost & UA Re-engaged
- **1 - 2 months**
- Not approved
- **approved**

### Return to Department

### Board of Regents Review
- **3 - 5 months**
- Not approved
- **approved**

### Return to Department

### Supporting Data Sent to UA for SACSCOC Review
- **1 month**
- Significant departure from current programs*
- **not approved**
- **approved**

### Return to Department

### UA sends documentation to SACSCOC
- **6 - 8 months**
- Not approved
- **approved**

### Return to Department

### UA sends documentation to THECB
- **3 - 4 months**
- Not approved
- **approved**

### Return to Department

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

### TOTAL TIME: Up to 26 Months

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### IMPORTANT NOTES:
- No 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 notifications. Individual Departments are responsible for ensuring discipline-specific accreditation standards are being met.

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### 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:
  - Offering the degree online in a way that triggers the SACS COC 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?

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