

The University of Texas at Arlington
Process for Program Approval and
Notification to Commission on Colleges
of Substantive Change

New programs and modifications to existing programs such as changes in degree requirements, changes in delivery methods, initiation or expansion of off-campus locations, and other substantive changes are reviewed and approved by both faculty committees and appropriate administrative officials at the departmental, college/school and university levels. All proposals for new programs and for changes to existing programs then follow a prescribed process for discussion and approval.

At the undergraduate level, program proposals are developed according to state, system and university guidelines and are approved first by the departmental faculty (or in the case of large departments, by a curriculum committee composed of faculty) and then by the department chair. Proposals are then considered by the college or school curriculum committee. All college and school committees are advisory to the dean of the respective unit (or his or her designate), who must also approve change proposals.

Depending on the nature of the change, undergraduate program proposals approved by the college/school committees may proceed to the Undergraduate Curriculum Committee (UCC), a standing committee of the Undergraduate Assembly, for consideration. After approval by the UCC, proposals are ultimately considered by the Undergraduate Assembly which is comprised of members elected by the faculty and representative of all academic units on campus, in addition to student members. The Undergraduate Assembly makes recommendations concerning proposals to the Provost and the President.

At the graduate level, programs for new M.A. and Ph.D. programs, as well as Certificate Programs, are developed in departments by faculty and approved by the Graduate Studies Committee of the originating department, the Department Chair and the Dean of the College/School according to guidelines published by the Graduate School. Proposals are then brought to the Graduate Assembly, a body composed of members elected by the faculty of each college/school, for consideration and recommendation to the Provost. Upon approval by the Graduate Assembly and the Provost, proposals are forwarded to the President for final approval. The Chair of the Undergraduate Curriculum Committee and the Provost Studies forward proposals to the Office of Institutional Effectiveness and Reporting for recording and submission to the University of Texas System and the Texas Higher Education Coordinating Board for system and state approval.

The Assistant Vice Provost of Institutional Effectiveness and Reporting (SACS liaison) maintains a log of program change proposals received and evaluates each proposal to determine which off-campus notifications/approvals are needed. Depending on the nature of the change, proposals are sent to The University of Texas System Board of Regents and to the Texas Higher Education Coordinating Board for system and state approval.

For any proposal requiring SACS notification/approval, the SACS liaison assists the requesting department with finalizing the substantive change prospectus and drafts the cover letter for the President's signature. The SACS liaison maintains a log of all proposals sent to SACS as well as a log of all approved off-campus programs.