The purpose of this SAP is to establish procedures for reviewing new or substantive changes in academic programs, including curricula and degrees, mode of delivery and location. This SAP defines the processing for curriculum, including approvals and substantive changes; outlines the University process for approval and the procedures for timely reporting to The Texas A&M University System (TAMUS), the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools (SACSCOC) and the U.S. Department of Education, as appropriate.

“Curricula,” “curriculum,” and “program” may refer to academic programs, including courses, degrees and certificates.

“Minor change” may be a modification to existing courses not involving changes to course content, prerequisites or credit hours.

“Substantive change” is defined by SACSCOC as a “significant modification or expansion of the nature and scope of an accredited institution.” Additional information for guidance on necessary approvals and notification may be found on the websites for The Texas A&M University System, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges.

1. GENERAL
   1.1 The University shall be guided by policies, rules, and procedures of TAMIU, TAMUS, THECB, SACSCOC, (other accrediting bodies when applicable) and the U.S. Department of Education.
   1.2 Non-substantive Curriculum Proposals include, but are not limited to: new bachelor’s or master’s programs with the exception of engineering programs and new programs with
a costs over $2,000,000 over five years; new certificate programs using existing approved courses; and minor changes to existing courses or degrees.

1.3 Substantive Curriculum Proposals include, but are not limited to: new doctoral programs; new certificate programs requiring new courses; joint or dual degree programs with another institution; courses and programs offered through contractual agreement or consortia; new sites for delivering courses or programs; or closing programs.

2. COMMON REPORTING REQUIREMENTS AND TIMELINES
2.1 Most proposals require the use of forms specific to TAMIU, TAMUS, THECB and/or SACSCOC.
2.2 Timeline for proposals requiring TAMUS notification or approval will follow the process outlined by the Office of the Vice Chancellor for Academic Affairs.
2.3 Substantive changes may require advance notification or approval from SACSCOC prior to implementation.
2.4 Substantive changes requiring SACSCOC approval prior to implementation must be accompanied by a full or modified Prospectus.

3 ACADEMIC PROPOSAL REVIEW PROCESS
3.1 Curriculum proposals initiated by faculty in departments or programs must be submitted through the originating department or program and require approval by the department head and/or program chair.
3.2 Following approval at the department level, the curriculum proposal will be forwarded to the college's curriculum committee. Following review by college curriculum committee, the proposal will be forwarded to the appropriate dean for review and approval.
3.3 Curriculum proposals approved by the dean will be forwarded to the University Curriculum Committee (UCC) for review and consideration.
3.4 Curriculum proposals approved by the UCC are submitted to the Provost and Vice President for Academic Affairs for review and approval.
3.5 Notifications and approvals from external authorities, including the TAMUS Board of Regents (BOR); THECB; SACSCOC and the U.S. Department of Education will be the responsibility of the Office of the Provost and Vice President for Academic Affairs.
3.6 The Office of the Provost and Vice President for Academic Affairs will be the primary record holder of all proposals. Copies of requests to SACSCOC as well as approvals will be provided to appropriate administrative units for record-keeping.

4. RESPONSIBILITIES
4.1 Department chairs and program coordinators are responsible for:
   4.1.1 Preparing proposals using current forms and guidelines;
   4.1.2 Monitoring proposed programs for quality and compliance; and
   4.1.3 Reviewing and approving proposals after assuring the above responsibilities have been met.
4.2 Deans of Colleges/Schools are responsible for:
   4.2.1 Assuring that curriculum committees reviewing proposals are knowledgeable about the current process;
   4.2.2 Attesting to the quality of the proposed program; and,
   4.2.3 Acknowledging that all responsibilities listed above have been met.
4.3 Curriculum committees are responsible for:
   4.3.1 Evaluating proposals within the context of the University’s mission; and
4.3.2 Ensuring that proposed educational programs are of high quality and adhere to TAMUS, THECB and SACSCOC guidelines for good practices;

4.4 The Office of the Provost and Vice President for Academic Affairs is responsible for:

4.4.1 Reviewing proposals for all of the standards of quality and excellence prior to forwarding to the president for final institutional signature and submission, if required;

4.4.2 Coordinating submission of institutionally approved curriculum proposals to System, state or regional entities, as required; and,

4.4.3 Maintaining records and distributing copies of approvals from System, state and regional entities to appropriate University offices.

**Related Statutes, Policies, Regulations, Rules or Requirements**

- System Regulations 03.02.02 Approval Procedures for Degree Programs, Administrative Changes, etc.
- System Policy 11.03 Shortened Courses [http://policies.tamus.edu/11-03.pdf](http://policies.tamus.edu/11-03.pdf)
- Texas Administrative Code (TAC), Chapter 19, Part 1, Subchapter 4, Subchapter Q, §4.272
- University SAP 11.03.99.L1.01 Shortened Courses

**Appendix**

Additional information for guidance on necessary approvals and notification may be found at
- [The Texas A&M University System](https://www.tamu.edu/)
- [The Texas Higher Education Coordinating Board](https://theCB.tamu.edu/)
- [Southern Association of Colleges and Schools Commission on Colleges](https://www.sacscoc.org/)
- [SACSCOC Substantive Change Policy Statement](https://www.sacscoc.org/)

**Contact Office**

Office of the Provost and Vice President for Academic Affairs, 956-326-2240