



TEXAS SOUTHERN UNIVERSITY
UNIVERSITY ACADEMIC COUNCIL

CURRICULUM REVISIONS ROUTING FORM*

Submitted by:

School/College: _____
 Department: _____
 Contact Person: Name: _____
 Email: _____

For UAC Use Only
Tracking Number: _____

Substantive Proposal
 Non-Substantive Proposal

Proposal Type: (Select all that apply)

Course Inventory Updates Program Inventory Updates Degree Plan Modifications Add/Change Minor
 Add/Change Concentration University Catalog Updates Policy Updates Other

Program(s) affected: Graduate Undergraduate Online Professional

Proposals related to graduate programs must be approved by the Dean of Graduate School

Proposal Summary:

APPROVALS

Department:			
Chair, Dept. Curriculum Committee	_____	_____	_____
	Name	Signature	Date
Department Chair	_____	_____	_____
	Name	Signature	Date
<hr style="border-top: 1px dashed black;"/>			
School/College:			
Chair, School/College Curriculum Committee	_____	_____	_____
	Name	Signature	Date
Dean of School/College	_____	_____	_____
	Name	Signature	Date
<hr style="border-top: 1px dashed black;"/>			
University:			
Dean of Graduate School (For Graduate Programs Proposals)	_____	_____	_____
	Name	Signature	Date
Liaison Accreditation (For SACSCOC Substantive Change Proposals)	_____	_____	_____
	Name	Signature	Date
Substantive <input type="checkbox"/> Non-Substantive <input type="checkbox"/>			
Chair, University Academic Council	_____	_____	_____
	Name	Signature	Date
Associate Provost	_____	_____	_____
	Name	Signature	Date
Provost	_____	_____	_____
	Name	Signature	Date

**The routing form is designated for the purpose of acquiring support for curriculum revisions as addressed by the University Academic Council (UAC). Routing form must accompany all proposals submitted for review and approval. – Last Update: 10/01/19*



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SUBSTANTIVE CHANGE

As defined by the SACSCOC, a “substantive change is a significant modification or expansion of the nature and scope of an accredited institution.”

Substantive changes include, but are not limited to

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs