Academic Forms

As the University continues to expand its academic programs in response to the University's Strategic Plan, academic officials will work in concert with Dr. Serenity Rose King, associate provost for policy and program coordination, to prepare proposals for new degree and certificate programs and requests for approval from The University of Texas System (UT System), the Texas Higher Education Coordinating Board (THECB), and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) when applicable.

For assistance with new degree program proposals, new certificate proposals, or administrative change requests, please contact Dr. Serenity Rose King, associate provost for policy and program coordination, via email or by telephone at 972.883.6749.

- New Academic Certificate Program Forms
- New Professional Certificate Program Form
- New Corporate or Non-Profit Organization Offering with Certificate of Completion
- New Degree Program Forms
  - New Doctoral Programs
  - New Bachelor's or Master's Programs
- New Concentration or Minor Form
- Request for Core Addition or Deletion
- Administrative Change Request Forms (e.g., changing an existing degree program name or creating a new or changing an existing department)
- Joint or Dual Degree Programs
  - Dual Degree Program Agreement (DDPA)
  - Cotutelle Agreement
- Process for Capstone and Non-Capstone Agreements

For convenience, the visual flow chart for Frequently Requested Administrative Changes, including new proposals, will assist faculty to understand the internal and external governance process at a glance.

Reporting the Various Types of Substantive Changes

New programs and some changes to existing programs may require prior approval from the Southern Association.
of Colleges and Schools Commission on Colleges (SACSCOC), our primary accrediting agency. In such cases a prospectus (no more than 25 pages plus appendices) must be completed. Some changes may require only prior notification while other changes may require both prior notification and approval. While it may be helpful to be familiar with the [SACSCOC Substantive Change Policy and Procedures](https://provost.utdallas.edu/academic-program-proposals/makepdf) and the [UT Dallas Substantive Change Policy – UTDPP1094](https://provost.utdallas.edu/academic-program-proposals/makepdf), Dr. Serenity Rose King is available to guide faculty through the process before routing a proposed request through the internal and/or external governance process.

**Current List of Undergraduate and Graduate Programs and Certificates**

The University of Texas at Dallas (UT Dallas) keeps a [current list of undergraduate and graduate programs](https://provost.utdallas.edu/academic-program-proposals/makepdf), including CIP codes.

UT Dallas also keeps a [current list of certificates](https://provost.utdallas.edu/academic-program-proposals/makepdf).

1. The term Concentration is often used interchangeably with other terms such as Designation, Emphasis, Option, Pathway, Specialization, or Track.