The Academic Approval Process at SMU

Type of Change	Specific Change	Approvals Required	Timeline for
			Approvals
Modification / Change to an Existing Academic Program*			
	Change to program content, with no change to program length or requirements, and a total change of 1% to 20%** of existing content	Consult with Academic Associate Dean, SMU Registrar, Bobby Lothringer, or Associate Provost for Institutional Planning and Effectiveness, Dayna Oscherwitz, to	If no EPC approval is required, changes become effectives in the next catalog cycle (so the subsequent Fall term; changes will need to be made to the program in the
	Content	determine if EPC approval is needed	SMU catalog to reflect the changes).
	Change to program content, with no change to program length or	EPC Approval Board of Trustees Approval	At least one full academic term prior to planned implementation.
	requirements, and a total change of 21% to 49%* of existing content	SACSCOC Notification (for changes totaling 25% to 49% of program content)	Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
	Change to program content, with no change to program length or requirements, and a total change of 50% or more of existing content	EPC Approval Board of Trustees Approval SACSCOC Approval	At least one full academic year prior to planned implementation. Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
Change in Instructional Modality			
	Request to add online modality to an in- person program	Board of Trustees	At least one full academic term prior to planned
		Approval	implementation.

		SACSCOC Notification when 50% or more of the program is delivered online	Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
	Request to add in- person modality to an online academic program	EPC Approval Board of Trustees Approval	At least one full academic term prior to planned implementation.
		SACSCOC Notification when 50% or more of the program is delivered in-person	Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
Change to Program Length*			
	Change to program length or requirements of less than 25%	EPC Approval Board of Trustees Approval	At least one full academic term prior to planned implementation. Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
	Change to program length or requirements of 25% or more	EPC Approval Board of Trustees Approval SACSCOC Approval	At least one full academic year prior to planned implementation. Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees
Closure/Discontinuance			Approval.
of an Existing Program			
	Any closure of discontinuance of a program; approval	EPC Approval	At least one full academic year prior to

	must be received	Board of Trustees	planned
			•
	before new	Approval	implementation.
	enrollment in the		
	program is stopped	SACSCOC Approval	Please consult the EPC
			meeting schedule for
			details about the
			timeline for EPC and
			Board of Trustees
			Approval.
Now Assistants Drawn			Арргочат.
New Academic Program	Name and the contract of the c	FDC Assessed	At least and full
	New program with 0%	EPC Approval	At least one full
	to 49% new content*		academic term prior to
		Board of Trustees	planned
		Approval	implementation.
		SACSCOC Notification	Please consult the EPC
			meeting schedule for
			details about the
			timeline for EPC and
			Board of Trustees
		500.4	Approval.
	New Program with	EPC Approval	At least one full
	50% or more new		academic year prior to
	content*	Board of Trustees	planned
		Approval	implementation.
		SACSCOC Approval	Please consult the EPC
			meeting schedule for
			details about the
			timeline for EPC and
			Board of Trustees
No. Off Control			Approval.
New Off-Campus			
Instructional Site			
	New off-campus	EPC Approval	At least one full
	instructional site		academic term prior to
	delivering less than	Board of Trustees	planned
	25% of a program	Approval	implementation.
			Please consult the EPC
			meeting schedule for
			details about the
			timeline for EPC and
			Board of Trustees
	Now off	EDC Ammirrous	Approval.
	New off-campus	EPC Approval	At least one full
	instructional site		academic term prior to

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	delivering 25% to 49%	Board of Trustees	planned
	of a program	Approval	implementation.
		SACSCOC Notification	Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
	New off-campus	EPC Approval	At least one full
	instructional site delivering 50% or more of a program	Board of Trustees Approval	academic year prior to planned implementation.
		CA CCCCC A	Discours to the EDC
		SACSCOC Approval	Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
Closure of an Off-			
Campus Instructional			
Site			
	Closure of an off- campus instructional site	EPC Approval Board of Trustees Approval SACSCOC Approval	At least one full academic year prior to planned implementation. Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
Relocation of an Off- Campus Instructional Site (within the same geographical area)			
0-36-4	Relocation of an off-	EPC Approval	At least one full
	campus instructional	11	academic term prior to
	site (within the same	Board of Trustees	planned
	geographical area)	Approval	implementation.
		SACSCOC Notification	Please consult the EPC meeting schedule for details about the timeline for EPC and

			Board of Trustees
			Approval.
Cooperative Academic			
Agreements			
	Cooperative academic	EPC Approval	At least one full
	agreement with a		academic term prior to
	Title IV eligible school	Board of Trustees	planned
	or entity, where SMU	Approval	implementation.
	transcripts credit from		'
	the partner institution		Please consult the EPC
	as its own and where		meeting schedule for
	less than 50% of a		details about the
	program is offered		timeline for EPC and
	through the		Board of Trustees
	cooperative		Approval.
	arrangement		Approvai.
	Cooperative academic	EDC Approval	At least one full
		EPC Approval	
	agreement with a	Deand of Tweeters	academic term prior to
	Title-IV eligible school	Board of Trustees	planned
	or entity, where SMU	Approval	implementation.
	transcripts credit from		
	the partner institution	SACSCOC Notification	Please consult the EPC
	as its own and where		meeting schedule for
	50% or more of a		details about the
	program is offered		timeline for EPC and
	through the		Board of Trustees
	cooperative		Approval.
	arrangement		
	Cooperative academic	EPC Approval	At least one full
	agreement with a		academic term prior to
	NON Title-IV eligible	Board of Trustees	planned
	school or entity,	Approval	implementation.
	where SMU		
	transcripts credit from	SACSCOC Notification	Please consult the EPC
	the partner institution		meeting schedule for
	as its own and where		details about the
	25% or less of a		timeline for EPC and
	program is offered		Board of Trustees
	through the		Approval.
	cooperative		
	arrangement		
	Cooperative academic	EPC Approval	At least one full
	agreement with a		academic year prior to
	NON Title-IV eligible	Board of Trustees	planned
	school or entity,	Approval	implementation.
	where SMU		,
	transcripts credit from	SACSCOC Approval	

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	the partner institution		Please consult the EPC
	as its own and where		meeting schedule for
	25% to 50% of a		details about the
	program is offered		timeline for EPC and
	through the		Board of Trustees
	cooperative		Approval.
	·		Approvai.
	arrangement		
Competency-Based			
Direct Assessment			
	Program in which 25%	EPC Approval	At least one full
	to 49% of credits may		academic term prior to
	earned by	Board of Trustees	planned
	competency-based	Approval	implementation.
	•	Approvar	implementation.
	direct assessment	CA 00000 N	DI 10.11 == 5
		SACSCOC Notification	Please consult the EPC
			meeting schedule for
			details about the
			timeline for EPC and
			Board of Trustees
			Approval.
	Duoguage in which FOO/	EDC Approval	At least one full
	Program in which 50%	EPC Approval	
	or more credits may		academic year prior to
	earned by	Board of Trustees	planned
	competency-based	Approval	implementation.
	direct assessment		
		SACSCOC Approval	Please consult the EPC
			meeting schedule for
			details about the
			timeline for EPC and
			Board of Trustees
			Approval.
Program Designed for			
Prior Learning			
	Initiating a program	EPC Approval	EPC Approval
	that requires students		
	to demonstrate prior	Board of Trustees	Board of Trustees
	•		
	learning as a	Approval	Approval
	condition of		
	admission	SACSCOC Notification	SACSCOC Notification
Dual Academic			
Award***			
	Joint academic award	EPC Approval	At least one full
	with SACSCOC	=: 0	academic term prior to
		Board of Trustees	-
	institution(s)		planned
		Approval	implementation.
		SACSCOC Notification	

		Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
Joint academic award with non-SACSCOC Institution(s) or entities	Board of Trustees Approval	At least one full academic year prior to planned implementation.
	SACSCOC Approval	Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.

Key Terms:

Academic Program: An academic program is a group of related coursework that leads to a credential. This can include graduate certificates, Bachelor's degrees, Master's degrees, and Doctoral degrees.

Bachelor's Degree: An undergraduate degree requiring a minimum of 120 hours of coursework, completion of the university's Common Curriculum (general education and graduation requirements) and completion of at least one academic major.

Certificate Program: A graduate credential consisting of at least 12 credit hours of related coursework. Certificates are standalone programs that students may enroll in independently of any other degree, but the coursework completed may "stack" to another graduate degree (for example a Master's Degree).

Cooperative Academic Agreement: An academic program is a group of related coursework that leads to a credential. This can include graduate certificates, Bachelor's degrees, Master's degrees, and Doctoral degrees.

Doctoral Degree: A post-graduate, terminal degree consisting of a group of related coursework totaling a minimum of 30 credit hours, and often, a thesis or dissertation. In many cases, students must complete a related Master's degree before pursuing the doctoral degree.

Master's Degree: A post-graduate degree consisting of a minimum of 30 credit hours of related coursework that is more advanced and more specialized than similar content at the Bachelor's level.

Off-Campus Instructional Site: Any location away from the main campus where active learning and instruction is regularly delivered by faculty of the university.

Percentage Change: Percentage change is determined by dividing the number of credit hours that have been added, deleted, or modified by the total number of credit hours in the academic program. So, for example, if you have a Master's Degree that is 30 credit hours, and you create two new three-credit classes and replace two existing classes with the new classes, you have changed six out of thirty credit hours or 20% of the content in the degree.