

## The Academic Approval Process at SMU

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

	<b>must be received before new enrollment in the program is stopped</b>	Board of Trustees Approval  SACSCOC Approval	planned implementation.  Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
<b>New Academic Program</b>			
	<b>New program with 0% to 49% new content*</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	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.
	<b>New Program with 50% or more new content*</b>	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.
<b>New Off-Campus Instructional Site</b>			
	<b>New off-campus instructional site delivering less than 25% of a program</b>	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.
	<b>New off-campus instructional site</b>	EPC Approval	At least one full academic term prior to

	<b>delivering 25% to 49% of a program</b>	Board of Trustees Approval  SACSCOC Notification	planned implementation.  Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
	<b>New off-campus instructional site delivering 50% or more of a program</b>	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.
<b>Closure of an Off-Campus Instructional Site</b>			
	<b>Closure of an off-campus instructional site</b>	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.
<b>Relocation of an Off-Campus Instructional Site (within the same geographical area)</b>			
	<b>Relocation of an off-campus instructional site (within the same geographical area)</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	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.
<b>Cooperative Academic Agreements</b>			
	<b>Cooperative academic agreement with a Title IV eligible school or entity, where SMU transcripts credit from the partner institution as its own and where less than 50% of a program is offered through the cooperative arrangement</b>	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.
	<b>Cooperative academic agreement with a Title-IV eligible school or entity, where SMU transcripts credit from the partner institution as its own and where 50% or more of a program is offered through the cooperative arrangement</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	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.
	<b>Cooperative academic agreement with a NON Title-IV eligible school or entity, where SMU transcripts credit from the partner institution as its own and where 25% or less of a program is offered through the cooperative arrangement</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	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.
	<b>Cooperative academic agreement with a NON Title-IV eligible school or entity, where SMU transcripts credit from</b>	EPC Approval  Board of Trustees Approval  SACSCOC Approval	At least one full academic year prior to planned implementation.

	<b>the partner institution as its own and where 25% to 50% of a program is offered through the cooperative arrangement</b>		Please consult the EPC meeting schedule for details about the timeline for EPC and Board of Trustees Approval.
<b>Competency-Based Direct Assessment</b>			
	<b>Program in which 25% to 49% of credits may be earned by competency-based direct assessment</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	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.
	<b>Program in which 50% or more credits may be earned by competency-based direct assessment</b>	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.
<b>Program Designed for Prior Learning</b>			
	<b>Initiating a program that requires students to demonstrate prior learning as a condition of admission</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	EPC Approval  Board of Trustees Approval  SACSCOC Notification
<b>Dual Academic Award***</b>			
	<b>Joint academic award with SACSCOC institution(s)</b>	EPC Approval  Board of Trustees Approval  SACSCOC Notification	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.
	<b>Joint academic award with non-SACSCOC Institution(s) or entities</b>	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.

**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.*