



**TEXAS SOUTHERN UNIVERSITY**  
**UNIVERSITY ACADEMIC COUNCIL**

**CURRICULUM REVISIONS ROUTING FORM\***

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**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**

<b>Department:</b>			
<b>Chair, Dept. Curriculum Committee</b>	_____	_____	_____
	Name	Signature	Date
<b>Department Chair</b>	_____	_____	_____
	Name	Signature	Date
<hr style="border-top: 1px dashed black;"/>			
<b>School/College:</b>			
<b>Chair, School/College Curriculum Committee</b>	_____	_____	_____
	Name	Signature	Date
<b>Dean of School/College</b>	_____	_____	_____
	Name	Signature	Date
<hr style="border-top: 1px dashed black;"/>			
<b>University:</b>			
<b>Dean of Graduate School</b> (For Graduate Program Proposals)	_____	_____	_____
	Name	Signature	Date
<b>Liaison Accreditation Representative</b> (For SACSCOC Substantive Change Review) Substantive <input type="checkbox"/> Non-Substantive <input type="checkbox"/>	_____	_____	_____
	Name	Signature	Date
<b>Chair, University Academic Council</b>	_____	_____	_____
	Name	Signature	Date
<b>Associate Provost</b>	_____	_____	_____
	Name	Signature	Date
<b>Provost</b>	_____	_____	_____
	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: 05/13/2021*



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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

NOTE

**Proposals for new courses must include a syllabus and a degree plan.** A sample syllabus and a degree plan must be included with the proposal for all stages (including departmental and college/school curriculum committees) of the review.

**Syllabus:** All new course proposals should include a complete sample syllabus. This sample syllabus should have all the parts required by HB 2504: a.) University Standards (Office location, office hours, university phone number & email, course and catalog descriptions, student learning outcomes, Student Accessibility Services Office [SASO] Statements), b.) Describes major course assignments and examination, c.) Lists required or recommended readings, and d.) General description of each lecture or discussion. The above sample syllabus requirement statement is for both undergraduate and graduate courses.

**Degree Plan:** A degree plan is required for all proposed changes to the course inventory.



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**CHECKLIST**

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**Submittal Phase prior to UAC Review**

- Completion of Curriculum Revisions Form [TSU Curriculum Revisions Form Link](#)
  - Review Substantive or Non-Substantive status
  - Review Proposal Type and Program(s) affected
  - Review Proposal Description (Summarize the Extended Curriculum/Proposal Summary)
- Completion of Course Inventory Update Form [TSU Course Inventory Update Form Link](#)
  - Complete Items 1 – 9 on the form (Use information from the Extended Curriculum/Proposal Summary)
    - Consider Submission Date and Fall Effective Date
    - Consider Lower Division (LD) Course Guidelines [ACGM Lower Division Course Guide Link](#)
    - Review LD and Higher Division UAC Proposal UAC-000384 (Course Naming Standard)
    - Review UAC Proposals UAC-000384 (Catalog Schedule and Deadlines, Certificates, & etc.)
    - Review UAC Proposal UAC-000385 (Teach-Out Plan)
    - Review UAC Proposal and UAC-000388 (Majors, Minors, Concentrations, & etc.)
    - Consider Course Title (For each course) Guidelines
    - Consider Proposed Course Description (For each course) Guidelines
    - Review CIP Code [THECB CIP Link](#)
    - Review Admin Unit [Program Inventory Admin Unit Link](#)
- Completion of Curricula Review by Faculty of the Department(s) (See S/C Governing Bylaws)

**Submittal Phase post UAC Review / Signatures**

- Signature of the Chair of the Department
- Submittal of syllabus(i) regarding new course(s) or program(s) (See Note Above)
- Submittal of both an old and new degree plan for course(s) or program(s) affected (See Note Above)
- Signature of the Chair of the Department Curriculum Committee
- Signature of the Chair of the Department
- Signature of the Chair of the School/College Curriculum Committee
- Signature of the Dean of the School/College
- Signature of the Dean of the Graduate School (For Graduate Program Proposals)
- Signature of Liaison of Accreditation Substantive or Non-Substantive Review

**Submittal Phase post UAC Review / Signatures**

- Signature of Chair of UAC (UAC Executive Committee Review)
- Signature of Associate Provost (UAC Executive Committee Review)
- Signature of Provost

**Implementation Phase for Inclusion in Application Systems (i.e. Banner, Catalog, THECB, & etc.)**

- Submittal by Contact Person via Dean of the S/C for request to Senior System Analyst
- Submittal by Contact Person via Dean of the S/C for request to Executive University Registrar
- Submittal by Contact Person via Dean of the S/C for request to Executive Director of Curriculum