Altering Significantly the Length or Scope of a Program (Increase or Decrease in Semester Credit Hours)

*UTSA Instructions for Obtaining Approval from the SACSCOC:*

Increasing or decreasing the number of credit hours awarded for successful completion of a program must both cross the numeric threshold of 25% and impact the expected time of completion by one term or more for a typical student in the program.

*Process:*

All requests for increasing or decreasing the length or scope of a program must be submitted through the CourseLeaf system. Upon final approval in the CourseLeaf system, the Accreditation Liaison and the Director for Accreditation and Process Improvement will formalize the information and submit it in the appropriate format to the SACSCOC for approval. You will be notified when it has been approved or if more information is needed. **Note:** Approval from the SACSCOC must be obtained before implementation.

Submit the following information through the CourseLeaf system:

- a description of the program;
- the proposed implementation date;
- the rationale for the increase or decrease in length or scope;
- how the change was approved by the institution;
- how the faculty was involved in the review and approval of the planned change;
- a ‘before’ and ‘after’ comparison of the curricula;
- the change in student learning outcomes;
- an analysis of the impact of the change in student learning outcomes;
- for a decrease in program length, provide an explanation of how program quality and integrity are maintained with fewer credit hours and/or a shorter time-to-completion;
- an explanation of the impact on students’ time-to-completion;
- an explanation of the financial impact to students;
- an explanation of the impact on staffing and faculty workloads.