Program Modification Process

Get Program and Department approval for the creation of a new program. Document when this took place.

Submit Program Modification Form to AAC.

IF YOUR MODIFICATION DOES NOT INVOLVE MOVING A PROGRAM ONLINE.

After receiving AAC approval, you must submit your proposal to the SMU Educational Programs Committee (EPC) for review. This is done through Coursedog. See link below for instructions.

https://www.smu.edu/provost/assessment/approvals/epc/forms_samples/modify

Note: If you are not approved to submit program changes via Coursedog, please contact Bobby Lothringer (rlothringer@mail.smu.edu) to gain access. Many of the questions on the EPC form will be similar to the questions on the AAC form.

Once your form is submitted via Coursedog, the Associate Dean for Academic Affairs will approve the form, and the form will be sent to EPC for review. You may be asked to attend the EPC meeting to present the changes to the EPC committee.

After EPC approval, program changes should automatically be routed (via Coursedog) for inclusion in an updated version of the SMU catalog in either the Spring or Fall semesters.

IF YOUR COURSE CHANGE INVOLVES MOVING THE COURSE ONLINE (DEFINED AS COURSES WITH MORE THAN 49% CONTENT DELIVERED ONLINE).

After receiving AAC Approval, you should notify SMU GO of your intent to create an online program. This form can be found here:

https://go.app.smu.edu/24

The rest of the process for creating an online program can be found on the following page:

https://smu.app.box.com/s/s1lpmbycfoqrn7wqje70iw541vjov4wn

Please review the second page of this document. If you have any questions about these steps, please reach out to the Simmons Associate Dean for Academic Affairs.

* Note that EPC, Board of Trustees, and SACSCOC approval will likely be needed before this program can be offered. Overall, the average time for completing this process is 24 months.