

Curriculum Review Process in Dynamic Forms

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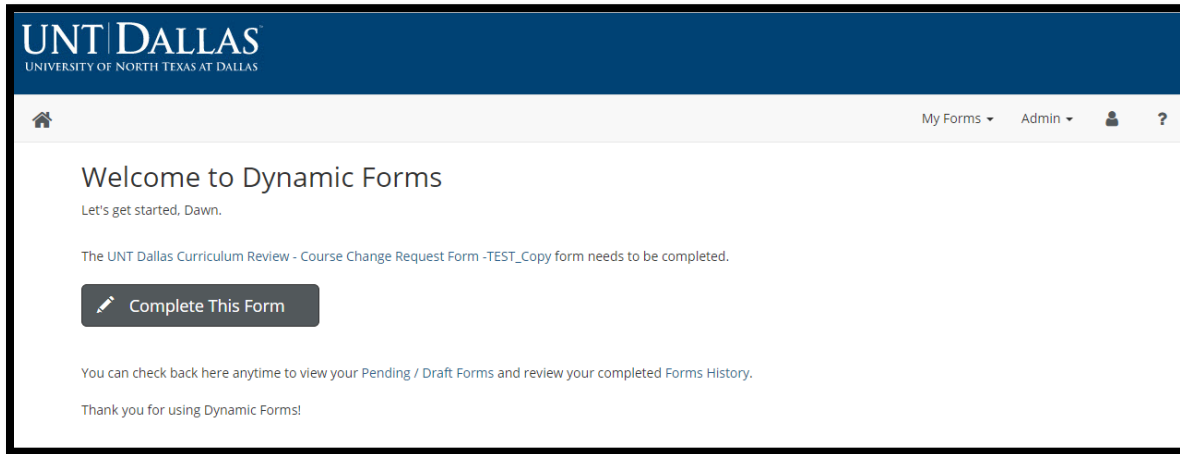
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ROLE OF ORIGINATOR (aka, Faculty member submitting the Request Form)

Steps to Complete the eForm

1. Click the appropriate form link on the [Curriculum Review Resources website](#).
2. Sign on with UNT Dallas EUID and password to get to this screen.

Screen Shot 1



3. Click on **Complete this Form**.
4. Next, the Originator will have to select the appropriate reviewer of the form throughout the workflow (see Screen Shot 2).

Assign the routing for the form*:

IMPORTANT RULE IN ROUTING: Most of the time, it is impossible to change the routing of a form once it is submitted, so select routing options wisely, otherwise the Originator will have to submit the form again.

** Dawn Remmers, Assistant Provost, or Rebecca Taylor, Administrative Specialist in Academic Affairs, can assist you with the selection of appropriate Form Participants below if needed.*

Select a **Program Coordinator** from the list.

Naming convention = School Abbreviation_Program(s) Abbreviations_PC

The person assigned to those programs is attached to the role. For instance, for AY2020-2021, Pamela Thompson is attached to BUS_ACCT-UG_PC. Criminal Justice is split into a UG PC and a GR PC so be sure to review the entire list to select the best option.

Select a **School Committee** from the list.

Naming convention = School Abbreviation_Comm

The person assigned to those programs is attached to the role. For instance, for AY2020-2021, Iftekhar Amin is attached to HS_Comm for the School of Human Services.

Select a **Dean for review** from the list.

Naming convention = School Abbreviation_Deans

The person assigned to those programs is attached to the role. For instance, for AY2020-2021, Orlando Perez is attached to LAS_Deans for the School of Liberal Arts and Sciences.

Select a **University Committee** from the list.

Naming convention = Committee_Level

UCC-UG should receive all documents related to the undergraduate curriculum. GC-GR should receive all documents related to the graduate curriculum.

Screen Shot 2

The screenshot shows a web form titled "Form Participants" with the following sections:

- Instructions:** Select the appropriate reviewers of this request - i.e., Program Coordinator > School Committee > Dean > University-level Committee (UCC or GC) and finally send it back to the appropriate Dean to add to the next Academic Council agenda.
- Form Participants:** A section containing five dropdown menus, each with a "Please select" prompt and a "Contact information is in the format: Description: Last Name, First Name" note below it:
 - Program Coordinator
 - School Committee
 - Dean Review
 - University Committee
 - Back to Dean
- Continue:** A button at the bottom left of the form.

- 5. Click **Continue** when all selections are made.
- 6. Complete the online form.

Screen Shot 3

* = required field

UNT | DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

CHANGE OF AN EXISTING COURSE REQUEST

GENERAL SUBMISSION INFORMATION

Schools * Department/Program *

Submitted by * Effective Catalog Year

What Course Is Requested for Change? *(one course per form)*

Course Prefix and Number *(e.g. ACCT 2010)* * Full Course Title *

What are the intended methodologies for offering the course? *(select all that apply)* Face-to-Face Hybrid Online

Online: 85-100% of the course content/curriculum of an online course is delivered online; mandatory face-to-face session may total no more than 15% of the instruction time. Hybrid: 50-85% of the content/curriculum of a hybrid course is considered hybrid.

PLEASE NOTE: If the only change to the course is a request to make the course a Core Curriculum course, do not complete this form and simply complete the Core Curriculum Course Request Form.

Form Hints:

- Comments in red on the forms provide directions, examples and explanations to help faculty successfully complete the form. Often times, ignoring this guidance results in the need for revision of a form. Ask questions if something is unclear and follow the directions.
- The software platform will time out at 30 minutes of inactivity, so it is recommended that Originators preview what content needed, prepare the content and then try to complete the form in one sitting. If faculty cannot complete the form in one sitting, they can see the section in Originator Queue to get access to any forms that were saved using the Save Progress button.
- Be sure to mark the request accurately as an Original Document or Resubmission as well for the future reviewers (see Screen Shot 4). The workflow will start from the beginning, but lower levels of review can approve more quickly if they know that a particular Request form is a resubmission at another level.

Screen Shot 4

Is this Request form the Original Submission or a Resubmission with edits from a reviewer? *

If this is a resubmission, which level needs to review again?

Original Submission
 Resubmission after Review
 Program Coordinator
 School Committee
 Dean Review
 UCC
 GC

- Be accurate in the submission of information into fields and thorough in the explanations provided in long answer fields like Justifications or attached documents like the syllabus.
 - Unless the course or program is new, content lives in the University Catalogs. Refer to that official document when submitting changes to courses or academic programs. Be sure to present accurately what is listed currently in the Catalog and then share what needs to be

changed clearly when prompted. Your colleagues and the Registrar do not have always have access to historical information or the intent so try not to make assumptions.

- o Do not hesitate to reach out to Dawn Remmers, Assistant Provost, for consultation about the process, proper forms, and content to include in a Request form.

7. When finished filling out the form, click **Next** under the signatures. (If the Originator clicks Save Progress, the form will not route forward and will only be saved in the Originator queue.)

Screen Shot 5

List the departments and individuals consulted or upload documentation as evidence that consultation has occurred with those possibly impacted by changes to this course.

Department	Contact	When Consulted
Retention Committee	DRR	Last year

Upload documentation in support that consultation occurred: CR eform testing screen shots.docx [Delete file](#)

APPROVALS

Program Coordinator	Signature	Date
School Curriculum Committee	Signature	Date
Dean	Signature	Date
University Committee (GC or UCC)	Signature	Date

[Save Progress](#) [Next](#)

8. Fill out the Electronic Signature and click **Sign Electronically**. Do not use the **Opt out and print** as it will interfere with the electronic routing (see Screen Shot 6).

Screen Shot 6

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Dawn	Remmers
------	---------

[Previous](#) [Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

9. The final screen verifies submission of the Request form.

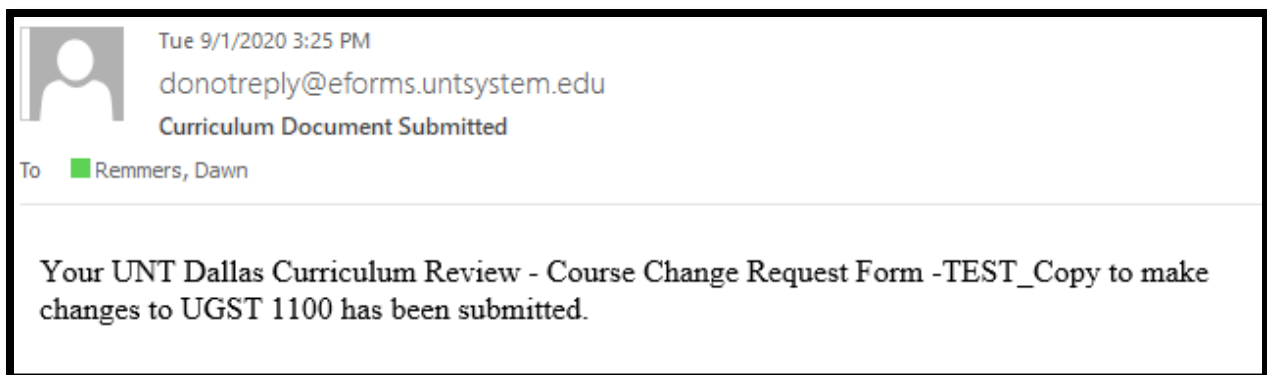
Screen Shot 7



This screen allows an Originator to print or save a copy of the submission. However, if there are any uploaded attachments, the Originator will not be able to access those documents from this PDF file, so save any uploaded documents in a folder with this submission for your records. The Originator can also access the uploaded documents in their Originator's Queue via the HTML link to the form.

10. Once the document has been successfully submitted, the Originator will get the following email message:

Screen Shot 8



Sometimes, these emails are sent to the Junk folder if faculty have been working with the Dynamic Forms system a lot. Check there if a confirmation email does not come. Originators will now also receive emails when each level approves the document making tracking easier the progress of a request.

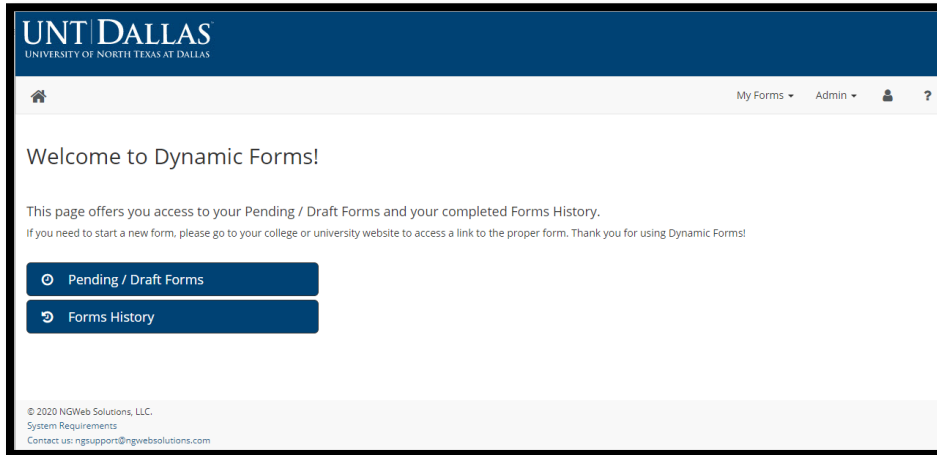
** Dawn Remmers, Assistant Provost, or Rebecca Taylor, Administrative Specialist, can assist you to see if your submission went through if you cannot locate an email confirmation of your submission.*

Originator's Queue

If Originators cannot complete a form in one sitting, they can access a queue in Dynamic Forms to return to a previously started form in which **Save Progress** (a button at the end of the form) was conducted before exiting the form.

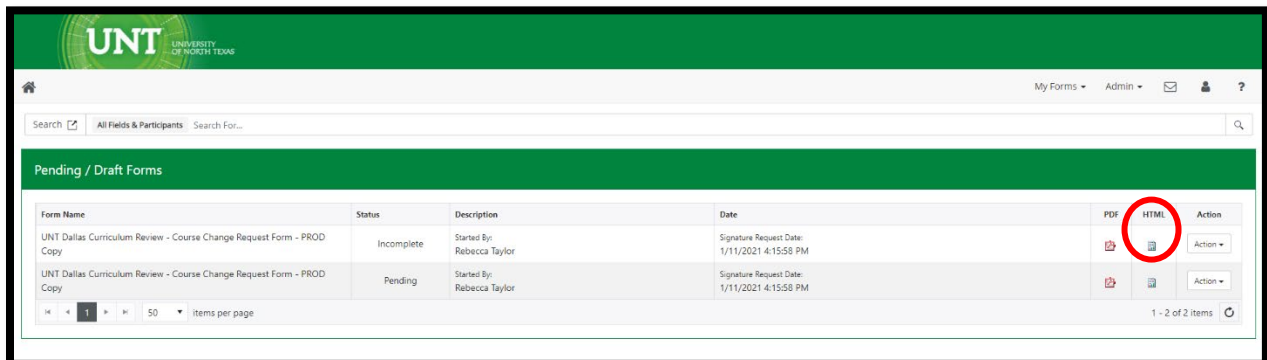
1. Log-In to Dynamic Forms:
<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>
2. Use your EUID and password as log in credentials (same as needed to get into your email).

Screen Shot 9



3. CLICK on **Pending/Draft Forms** to get to a queue that will look similar to this below.

Screen Shot 10



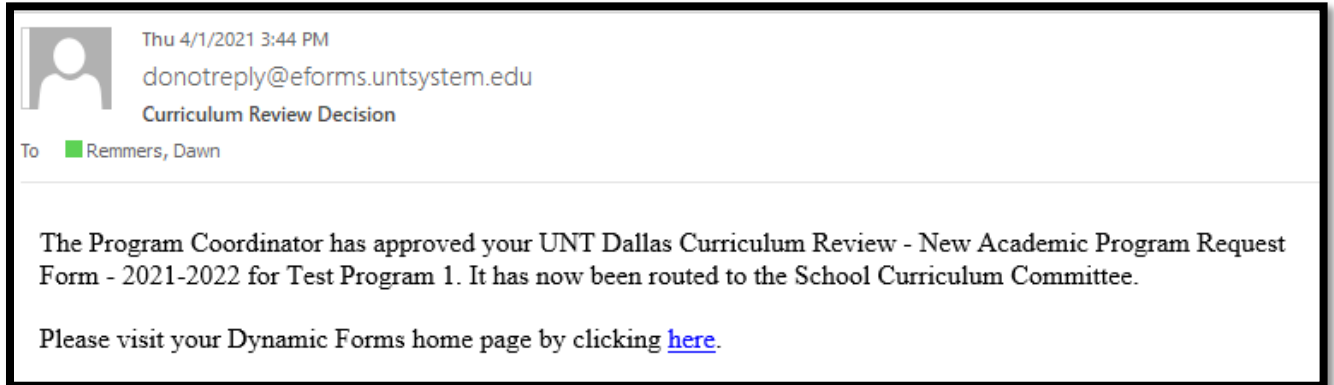
Copies of Other Request Forms

Some forms, like the New Course Request form, asks Originators to attach a copy of the Program Change Request Form if the new course is impacting the major program like being placed in the major requirements, major concentration or track.

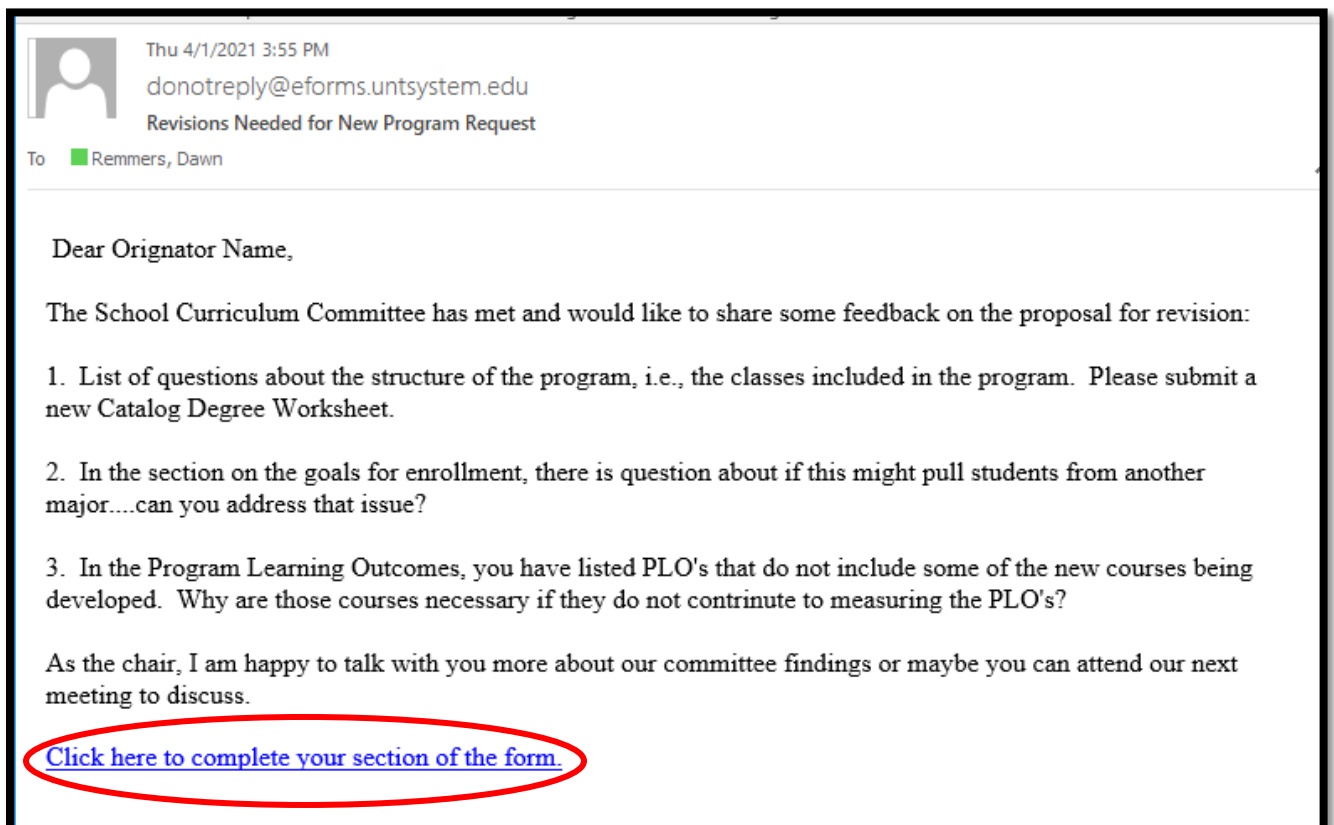
To access previously completed forms and any documents that were attached, click on the HTML icon (see Screen Shot 10) to access the form and embedded links to documents. Download and save the documents for later access.

Approved Document

When a document has been reviewed and approved by an approver/committee chair, the Originator will receive a message like this:

Screen Shot 11**Return for Revision**

In the case that reviewers recommend revisions to the request before approving the document, they will “Return for Revision” and provide detailed comments to help the Originator improve the submission. For example, see Screen Shot 12.

Screen Shot 12

- “Click here to complete your section of the form” and it will take you back to the form that was submitted **allowing the opportunity to revise the document** based on the feedback.

- Be sure to mark this version as a “Resubmission after feedback” and mark the approver who requested the revisions (Screen Shot 13).

Screen Shot 13

- All of the radial buttons, check boxes, and text boxes in the form can now be edited (with the exception of the “Submitted by” as this form is tied to the email of the Originator).
- Address the concerns shared by the reviewers. If there are questions related to the written feedback, please reach out to the reviewer for further conversation before making any changes.
- As a result of the feedback, the Originator may need to revise some of the uploaded documents. Simply click “Delete file” (see Screen Shot 14) and the original file will be removed. The Upload file button will populate so that a new file can be added. It is a good idea to name the files by version so that reviewers can see that this is a new document.
- Once all of the edits have been completed, Click “Submit” at the bottom of the page to start the routing of the form with the revised material.

Screen Shot 14

Catalog Degree Requirements

Upload a copy of the Catalog Degree Requirements Worksheet that reflects all of the changes requested in this form. [*CATALOG DEGREE REQUIREMENTS WORKSHEET.docx](#)

HELPFUL HINT: Use the current degree plans in the current academic catalog as the basis for the layout and headings for the new worksheet (not the Advising Worksheets).
This document will be used to update the next catalog so accuracy and alignment with the request form is imperative.

New Courses for the Program

Are new courses being proposed to support this new program?
 If so, please list them all here.

Upload the PDF copies of the new courses proposed for reference in consideration of this new program. [*New Course Request form 10-01-2019.pdf](#)

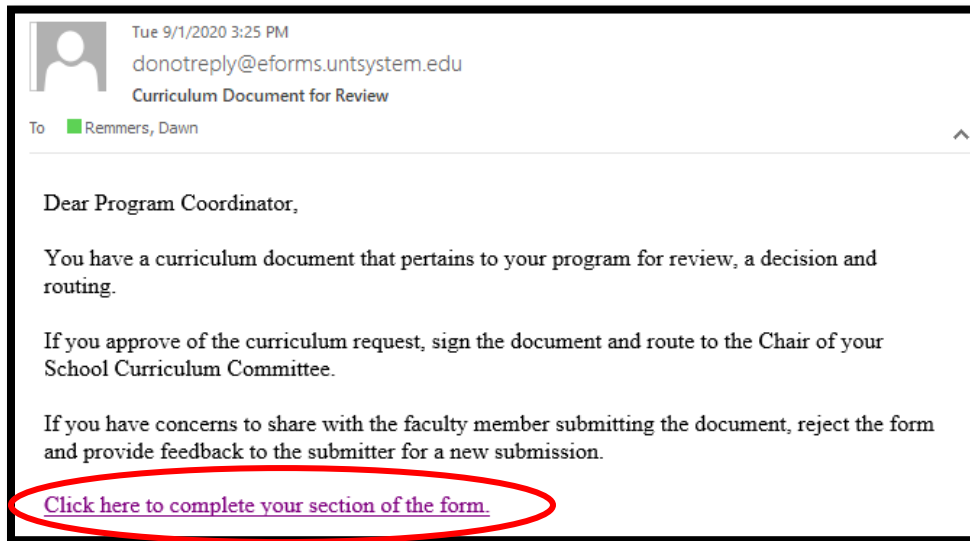
ROLE OF PROGRAM COORDINATOR (PC)

Review of Request Forms

For each Request form, a PC will receive an email prompting review of a new Request form.

Click on **Click here to complete your section of the form** to access the Request form.

Screen Shot 15



Queue Access and Navigation

PCs can also access multiple Request forms from their Dynamic Forms queue.

Here are some tips for accessing and navigating the queue:

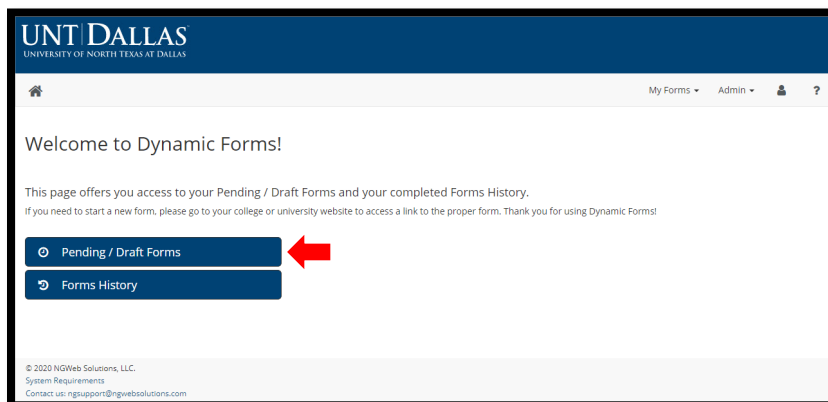
Log-In to Dynamic Forms:

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>

Use your EUID and password as log in credentials (same as needed to get into your email).

Click on **Pending/Draft Forms**.

Screen Shot 16



This will take the user to a queue of all documents currently in play (see Screen Shot 17).

- All Request forms marked **INCOMPLETE** in the Status column need review and a **decision action: Signature to Approve and route forward or Return for Revision**. Once a PC has completed a decision action the incomplete document will disappear from the queue...however, a pending version of that document will remain.
- **PENDING** Request forms are a draft version of any forms that a user is assigned to review at some point in the workflow process. The Pending file stays in the Pending /Draft Forms queue until the final action of the Dean After University Committee Review to complete the workflow.
- To review a Request form and all of the upload documents within the request, click on the **HTML version of the document**. This allows a user to review the form and provides live links to the uploaded documents for review and downloading if needed. The PDF version of the form will only allow a user to review the form.

To complete a decision action, click the **Action** dropdown button and select **Complete Form**.

Screen Shot 17

Form Name	Status	Description	Date	PDF	HTML	Action
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Incomplete	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Pending	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾

This will open the Request form for review of the form content and any uploaded documents attached to the form. See example in Screen Shot 18.

Screen Shots 18

CHANGE OF AN EXISTING COURSE REQUEST

GENERAL SUBMISSION INFORMATION

Schools: Departments/Program

Submitted by: Effective Catalog Year:

What Course Is Requested for Change? (one course per form)
 Course Prefix and Number (e.g. ACCT 2010): Full Course Title:

What are the intended methodologies for offering the course? (select all that apply)
 Face-to-Face Hybrid Online

Online: 85-100% of the course content/curriculum of an online course is delivered online; mandatory face-to-face session may total no more than 15% of the instruction time. Hybrid: 50-55% of the content/curriculum of a hybrid course is considered hybrid.

PLEASE NOTE: If the only change to the course is a request to make the course a Core Curriculum course, do not complete this form and simply complete the Core Curriculum Course Request Form.

CHANGE(S) REQUESTED

Check all of the changes that apply to this course request.

Note: Additional fields will be added to the form based on the changes selected.

- Change in Prefix: e.g., ACCT or BIOL
- Change in Course Number: e.g., 1301, 3310, 5325, etc.
- Change in Long Title: i.e., Catalog Course Listing Title
- Change in Short Title: i.e., transcript course title; 30 character limit
- Change in Course Level: e.g., UG to GR or 3000-level to 2000-level
- Change Course Description in Course Listing: 50 words maximum unless otherwise approved; include new text in Justification section.
- Change Prerequisites for the Course: i.e., add, remove or change courses
- Change in Corequisites for the Course: i.e., add, remove or change courses
- Change Semester Credit Hours for the Course: Enter both current course credits and proposed course credits in provided fields.
- Change the CIP code: CIP Codes: <https://nces.ed.gov/ipeds/code/Default.aspx?y=56>
- Change in Texas Common Course Number: For more information: <https://www.tccns.org/>
- Remove Course from Course Listings: i.e., department no longer wishes to offer the course as a part of their normal course rotation
- Other: Please explain.

What is the new course number? (e.g. 1301, 3320, 5333, etc.)

JUSTIFICATION FOR CHANGES

...

What is the new course number? (e.g., 1901, 3320, 5333, etc.)

JUSTIFICATION FOR CHANGES

For each item marked above, provide a) clear heading for the item that corresponds above, b) any additional information that can clarify and provide context for the change, and c) the rationale for the change.

CONSULTATION WITH OTHERS

This section is to certify that 1) a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication will occur as a result of this course and 2) all departments that may utilize this course for a major/minor/certificate/concentration have been consulted about this change and have no issue.

List the departments and individuals consulted or upload documentation as evidence that consultation has occurred with those possibly impacted by changes to this course.

Department	Contact	When Consulted
Anyone	Someone	last year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload documentation in support that consultation occurred:

[CREC Flyer_2020.pdf](#) Example of an uploaded attachment

APPROVALS

Program Coordinator

Signature _____ Date _____

School Curriculum Committee

Signature _____ Date _____

At the bottom of the document, users have the option to: 1) sign the document, which approves and routes it forward to the next reviewer or 2) return the document to the Originator for revisions.

How to Approve a Request Form

Scroll to the bottom of the document to the section for APPROVALS.

Screen Shot 19

APPROVALS

Program Coordinator * _____
Signature _____ Date _____

School Curriculum Committee * _____
Signature _____ Date _____

Dean * _____
Signature _____ Date _____

University Committee (GC or UCC) * _____
Signature _____ Date _____

Click on the shaded area (click to sign).

Users should enter their first and last names.

Click on **Sign Electronically**. Do not click on **Opt out and print** as it will disrupt routing.

Screen Shot 20

The screenshot shows a web form with a pop-up dialog box titled "Sign electronically". The dialog box contains the following text: "Please read the Disclosure / Consent before you sign your form electronically. Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically. To continue with the electronic signature process, please enter your name and click the 'Sign Electronically' button to save your information and submit your electronic signature." Below this text are input fields for "Rebecca" and "Taylor", and a "Sign Electronically" button. A red "X" is over the "Opt out and print" link. The background form has sections for "CONSULTATION WITH OTHERS" and "APPROVALS".

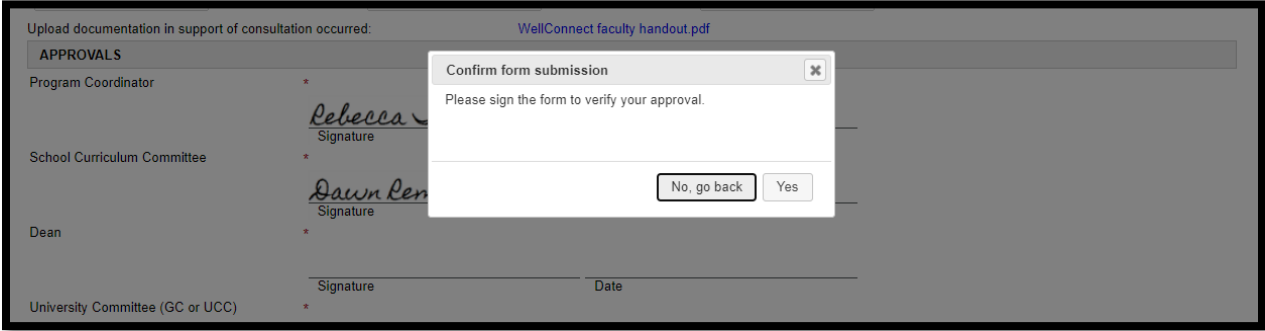
Then users will see a version of their signature on the form.

Screen Shot 21

The screenshot shows the same web form as in Screen Shot 20, but now the signature "Rebecca Taylor" is visible in the "Program Coordinator" signature field. The date "09/03/2020, 1:09 PM" is also visible. The "Submit Form" button at the bottom left is circled in red. The "CONSULTATION WITH OTHERS" section now includes a link to "CREATED Flyer_2020.pdf".

Next, click on **Submit Form**.

Screen Shot 22



Finally, click **Yes**.

The Request form will then be routed to the next approver and also send an email to the Originator that approval has been given by this level of review.

[How to Return a Request Form for Revision](#)

Scroll to the bottom of the document and click on **Return for Revision**.

Screen Shot 23



An "email" form will pop-up for completion.

Screen Shot 24

Return For Revision

This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Dawn Remmers (Dawn.Remmers@untdallas.edu)

Subject
Enter a subject line

Body

Include any comments that will address the issues with the proposal from your perspective. Be specific so that the Originator of the document can improve the proposal. Be sure to share any questions that you have that may not be addressed by this proposal. What you write in this section will be sent directly to the Originator, so be sure to provide a professional peer review.

Characters (including HTML): 401

Return this form for revision Cancel and return to form

- Enter a distinctive subject line to alert the Originator that review and revision is needed.
- Provide detailed comments in the body that will allow the Originator to improve the request and resubmit.
- FYI. When the form is returned, the Originator will be able to edit the current request form within the system and will not have to re-enter all of information, so providing specific feedback for specific sections of the form will be very helpful.
- Once comments are entered, click the red button for **Return this form for revision**.
- Screen Shot 25 shows a successful return:

Screen Shot 25

This form has been returned and sent back to the previous participant.

[View Form PDF](#)

Review of Resubmissions

When a document is returned for revision, the Originator has to mark the Request form as a Resubmission after Review and then the approver requesting the revisions. :

Screen Shot 26

Is this Request form the Original Submission or a Resubmission with edits from a reviewer?	<input checked="" type="radio"/> Original Submission <input type="radio"/> Resubmission after Review
If this is a resubmission, which level needs to review again?	<input type="radio"/> Program Coordinator <input type="radio"/> School Committee <input type="radio"/> Dean Review <input type="radio"/> UCC <input type="radio"/> GC

If the PC is not the level of resubmission, approve quickly and allow the document to route through without extensive review at this level.

ROLE OF THE SCHOOL COMMITTEE

Review of Request Forms

For each form received for you to review, the Chair of the school committee will receive an email prompting review of a new Request form.

Click on **Click here to complete your section of the form** to access the Request form.

Screen Shot 27



Queue Access and Navigation

The Chair can also access multiple Request forms from their Dynamic Forms queue. Chairs will also have to download copies of the Request forms and uploaded documents, so familiarity with the queue is important.

Here are some tips for accessing and navigating the queue:

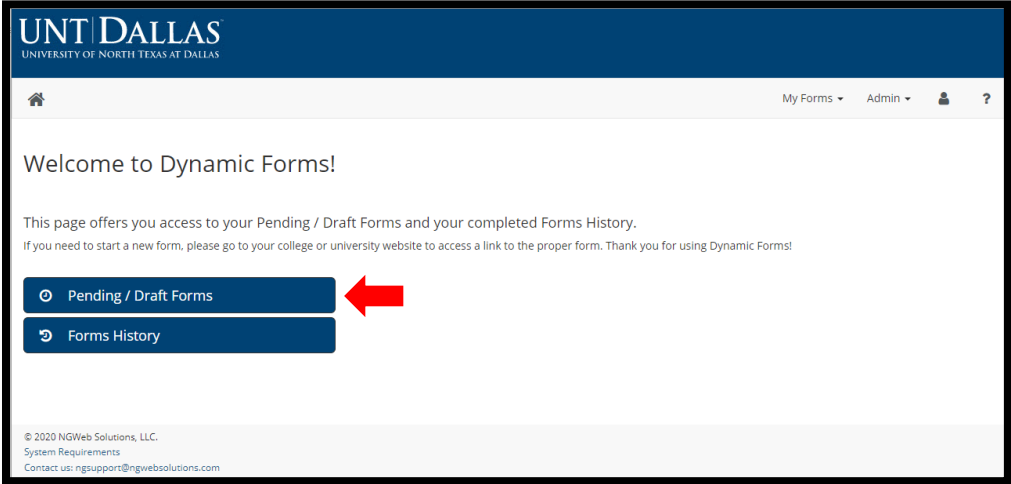
Log-In to Dynamic Forms:

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>

Use your EUID and password as log in credentials (same as needed to get into your email).

Click on **Pending/Draft Forms**.

Screen Shot 28



This will take the user to a queue of all documents currently in play (see Screen Shot 29).

- All Request forms marked **INCOMPLETE** in the Status column need review and a **decision action: Signature to Approve and route forward or Return for Revision.**
- **PENDING** Request forms are a draft version of any forms that a user is assigned to review at some point in the workflow process. The Pending file stays in the Pending/Draft queue until the final action of the Dean After University Committee Review to complete the workflow.

Users who are Chairs of a committee will have to download copies of the Request forms and the attached uploaded documents so that they can share with the members of their committee via a platform like Microsoft Teams.

- For the copy of the Request form, download a **PDF version of the document.**
- Then, click on the **HTML version of the document.** This allows the user to access the live links to the uploaded documents for downloading (see Screen Shot 30 for uploaded documents example).
- Tip – Using a naming convention for the Request form and uploaded files that makes it obvious the files that are connected to a Request form will make it easier to share with your committee members.

Screen Shot 29

Pending / Draft Forms						
Form Name	Status	Description	Date	PDF	HTML	Action
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Incomplete	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Pending	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾

To review complete a decision action, Click the **Action** dropdown button and select **Complete Form.**

This will open the Request form for review of the form content and any uploaded documents attached to the form as seen in Screen Shot 30.

Screen Shot 30

UNT DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

NEW COURSE REQUEST

GENERAL SUBMISSION INFORMATION

Schools *Business Department/Program *UGST

Submitted by *Dawn Remmers Effective Catalog Year AY 2021-2022

For reference:

Level	Classification	Course Numbering Range
Undergraduate	Freshman courses	1000-1999
Undergraduate	Sophomore courses	2000-2999
Undergraduate	Junior courses - advanced level	3000-3999
Undergraduate	Senior courses - advanced level	4000-4999
Graduate	Graduate courses	5000-5999

One course per form. Must consult with the Registrar to obtain a prefix and course number prior to completing this form to ensure availability of the number and continuity of the request.

What is the Proposed Course Prefix and Number?

...

What is the new course number? (e.g., 1301, 3320, 5333, etc.)

JUSTIFICATION FOR CHANGES

For each item marked above, provide a) clear heading for the item that corresponds above, b) any additional information that can clarify and provide context for the change, and c) the rationale for the change.

CONSULTATION WITH OTHERS

This section is to certify that 1) a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication will occur as a result of this course and 2) all departments that may utilize this course for a major/minor/certificate/concentration have been consulted about this change and have no issue.

List the departments and individuals consulted or upload documentation as evidence that consultation has occurred with those possibly impacted by changes to this course.

Department	Contact	When Consulted
Anyone	Someone	last year

Upload documentation in support that consultation occurred:

APPROVALS

Program Coordinator

School Curriculum Committee

Example of uploaded document. Click on the link to open.

At the bottom of the document, users have the option to: 1) sign the document, which approves it and moves it forward to the next reviewer or 2) return the document to the Originator for revisions.

How to Approve a Request Form

Scroll to the bottom of the document to the section for Approvals. (see Screen Shot 31).

Click on the shaded area – (click to sign).

Screen Shot 31

Files Over 20 MB will not be accepted

APPROVALS

Program Coordinator * ...3038333834

Dawn Remmers
Signature

04/06/2021, 2:23 PM
Date

School Curriculum Committee *

(click to sign)

Signature Date

Dean *

Signature Date

University Committee (GC or UCC) *

Signature Date

Save Progress Return for Revision Submit Form

Users should enter their first and last names.

Click **Sign Electronically**. Do not **Opt Out and print** as it will disrupt routing.

Screen Shot 32

CONSULTATION WITH OTHERS

This section is to certify that a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication will occur as a result of this course.

List the departments and individuals consulted or upload documentation in support of consultation occurred:

Department	Contact
Retention Committee	DRR

Upload documentation in support of consultation occurred:

APPROVALS

Program Coordinator * possibly impacted by changes to this course.

Rebecca
Signature

School Curriculum Committee *

(click to sign)

Signature Date

Dean *

Signature Date

University Committee (GC or UCC) *

Signature Date

Save Progress Submit Form

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Dawn
Dawn

Remmers
Remmers

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

~~Opt out and print~~

The signature will then populate.

Screen Shot 33

The screenshot shows a form titled "APPROVALS" with a header bar. Below the header, there are four rows of approval fields. Each row has a role name on the left, a signature field in the middle, and a date field on the right. The first row is for the "Program Coordinator" with a signature of "Rebecca Taylor" and a date of "09/03/2020, 2:30 PM". The second row is for the "School Curriculum Committee" with a signature of "Dawn Lemmers" and a date of "09/03/2020, 1:45 PM". The third row is for the "Dean" and the fourth row is for the "University Committee (GC or UCC)". Each row has a red asterisk next to the role name. The signature fields are labeled "Signature" and the date fields are labeled "Date".

Click **Submit Form** at the bottom of the page.

Screen Shot 34

The screenshot shows the same "APPROVALS" form as in the previous screenshot, but with a dialog box overlaid in the center. The dialog box is titled "Confirm form submission" and contains the text "Please sign the form to verify your approval." Below the text are two buttons: "No, go back" and "Yes". The background of the form is dimmed.

Click **YES**.

The Request form will then be routed to the next approver and also send an email to the Originator that approval has been given by this level of review.

[How to Return a Request Form for Revision](#)

Scroll to the bottom of the document and click on **Return for Revision**.

Screen Shot 35

APPROVALS

Program Coordinator * ...3038333834

Dawn Remmers 04/06/2021, 2:23 PM
Signature Date

School Curriculum Committee *

(click to sign)
Signature Date

Dean *

Signature Date

University Committee (GC or UCC) *

Signature Date

Save Progress **Return for Revision** Submit Form

An "email" form will pop-up for completion.

Screen Shot 36

Return For Revision

This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Originator: Dawn Remmers (Dawn.Remmers@untDallas.edu)

Subject
Revisions Needed for New Program Request

Body

Dear Originator Name,

The School Curriculum Committee has met and would like to share some feedback on the proposal for revision:

- List of questions about the structure of the program, i.e., the classes included in the program. Please submit a new Catalog Degree Worksheet.
- In the section on the goals for enrollment, there is question about if this might pull students from another major....can you address that issue?
- In the Program Learning Outcomes, you have listed PLO's that do not include some of the new courses being developed. Why are those courses necessary if they do not contribute to measuring the PLO's?

As the chair, I am happy to talk with you more about our committee findings or maybe you can attend our next meeting to discuss]

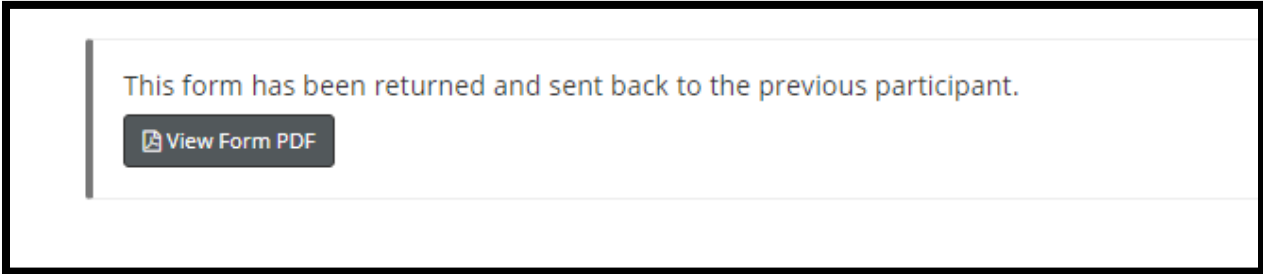
Characters (including HTML): 854

Return this form for revision Cancel and return to form

- In the Return for Revision page, **be sure to select the Originator** in the drop down menu
- Enter a distinctive subject line to alert the originator that review and revision is needed.
- Provide detailed comments in the body that will allow the Originator to improve the request and resubmit.
- FYI. When the form is returned, the Originator will be able to edit the current request form within the system and will not have to re-enter all of the information, so providing specific feedback for specific sections of the form will be very helpful.

- Once comments are entered, click the red button for **Return this form for revision.**

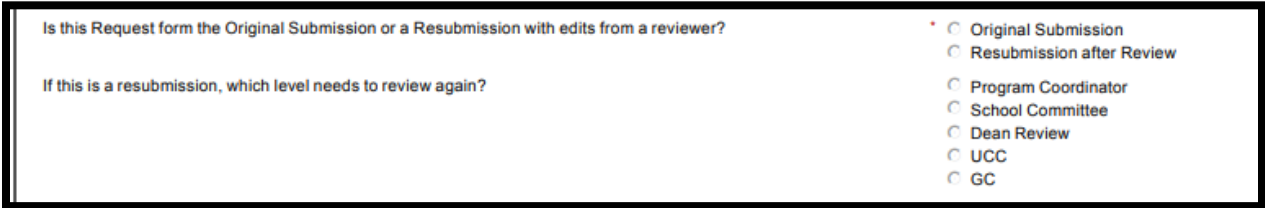
Screen Shot 37



Review of Resubmissions

When a document is resubmitted with edits, the Originator has to mark the Request form as a Resubmission after Review:

Screen Shot 38



If it is a resubmission, the committee with the recommended edits is marked. If the School Committee is not the level of resubmission, approve quickly and allow the document to route through without committee review.

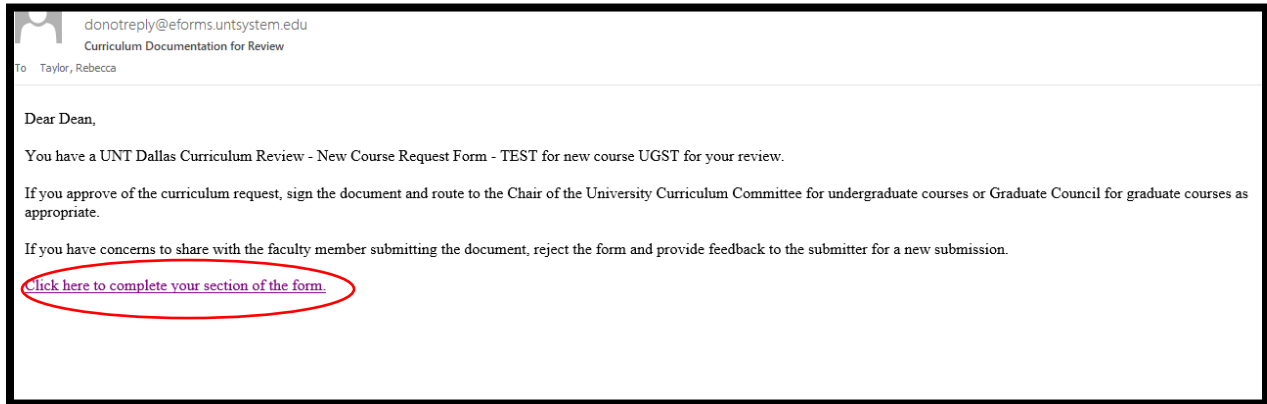
ROLE OF THE DEAN REVIEW

Review of Request Forms

For each form submitted for review, the Dean will receive an email prompting review of a new Request form.

Click on **Click here to complete your section of the form** to access the Request form.

Screen Shot 39



Queue Access and Navigation

Deans can also access multiple Request forms from their Dynamic Forms queue.

Here are some tips for accessing and navigating the queue:

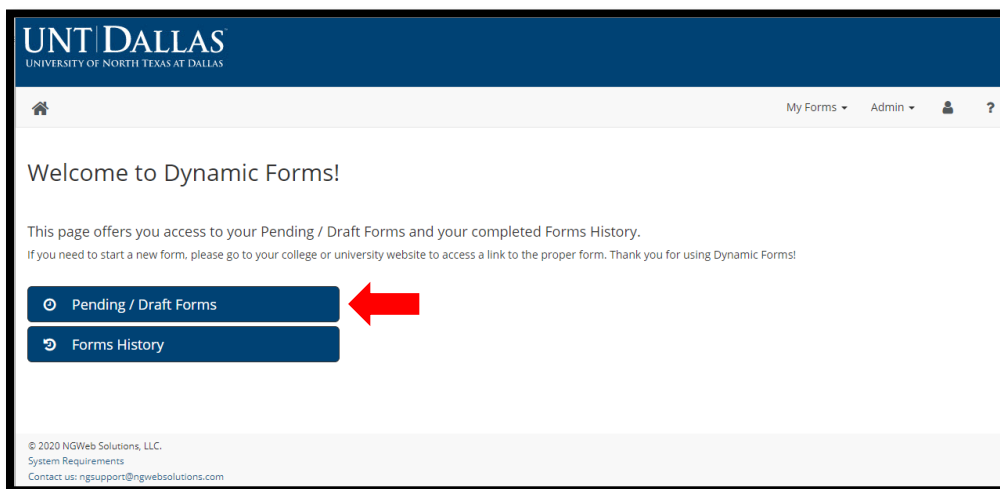
Log-In to Dynamic Forms:

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>

Use your EUID and password as log in credentials (same as needed to get into your email).

Click on **Pending/Draft Forms**.

Screen Shot 40



This will take the user to a queue of all documents currently in play (see Screen Shot 41).

- All Request forms marked **INCOMPLETE** in the Status column need review and a **decision action: Signature to Approve and route forward or Return for Revision**. Once a Dean has completed a decision action, the incomplete document will disappear from the queue....however, a pending version of that document will remain.
- **PENDING** Request forms are a draft version of any forms that a user is assigned to review at some point in the workflow process. The Pending file stays in the Pending/Draft Forms queue until the final action of the Dean After University Committee Review to complete the workflow.
- To review a Request form and all of the uploaded documents within the request, click on the **HTML version of the document**. This allows a user to review the form and provides live links to the uploaded documents for review and downloading if needed. The PDF version of the form will only allow the user to review and download the form.

To complete a decision action, click the **Action** dropdown button and select **Complete Form**.

Screen Shot 41

Form Name	Status	Description	Date	PDF	HTML	Action
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Incomplete	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Pending	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾

This will open the Request form for review of the form content and any uploaded documents attached to the form. See example in Screen Shot 42.

Screen Shot 42

UNT DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

NEW COURSE REQUEST

GENERAL SUBMISSION INFORMATION

Schools * Business Department/Program * UGST

Submitted by * Dawn Remmers Effective Catalog Year AY 2021-2022

For reference:

Level	Classification	Course Numbering Range
Undergraduate	Freshman courses	1000-1999
Undergraduate	Sophomore courses	2000-2999
Undergraduate	Junior courses - advanced level	3000-3999
Undergraduate	Senior courses - advanced level	4000-4999
Graduate	Graduate courses	5000-5999

One course per form. Must consult with the Registrar to obtain a prefix and course number prior to completing this form to ensure availability of the number and continuity of the request.

What is the Proposed Course Prefix and Number?

...

What is the new course number? (e.g., 1301, 3320, 5333, etc.)

JUSTIFICATION FOR CHANGES

Test form 1

For each item marked above, provide a) clear heading for the item that corresponds above, b) any additional information that can clarify and provide context for the change, and c) the rationale for the change.

CONSULTATION WITH OTHERS

This section is to certify that 1) a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication will occur as a result of this course and 2) all departments and individuals consulted or upload documentation as evidence that consultation has occurred with those possibly impacted by changes to this course.

Department	Contact	When Consulted
Anyone	Someone	last year

Upload documentation in support that consultation occurred:

[CRED Flyer_2020.pdf](#)

APPROVALS

Program Coordinator

(click to sign)

Signature _____ Date _____

School Curriculum Committee

Signature _____ Date _____

Example of uploaded document. Click on the link to open.

At the bottom of the document, users have the option to: 1) sign the document, which approves and routes it forward to the next reviewer or 2) return the document to the Originator for revisions.

How to Approve a Request Form

Scroll to the bottom of the document to the section for APPROVALS.

Screen Shot 43

APPROVALS

Program Coordinator * ...3634373636

Dawn Remmers 04/01/2021, 4:06 PM
Signature _____ Date _____

School Curriculum Committee * ...3136323735

Dawn Remmers 04/01/2021, 4:06 PM
Signature _____ Date _____

Dean *

(click to sign)
Signature _____ Date _____

University Committee (GC or UCC) *

Signature _____ Date _____

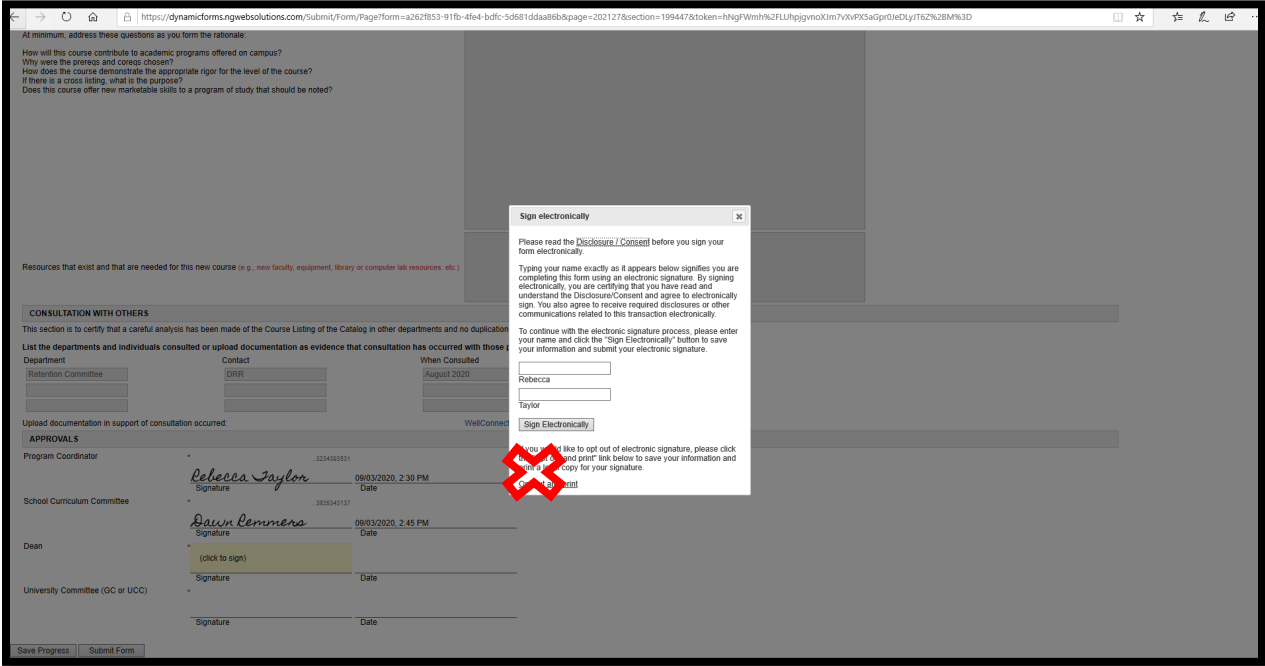
Save Progress Return for Revision Submit Form

Click on the shaded area (click to sign).

Users should enter their first and last names.

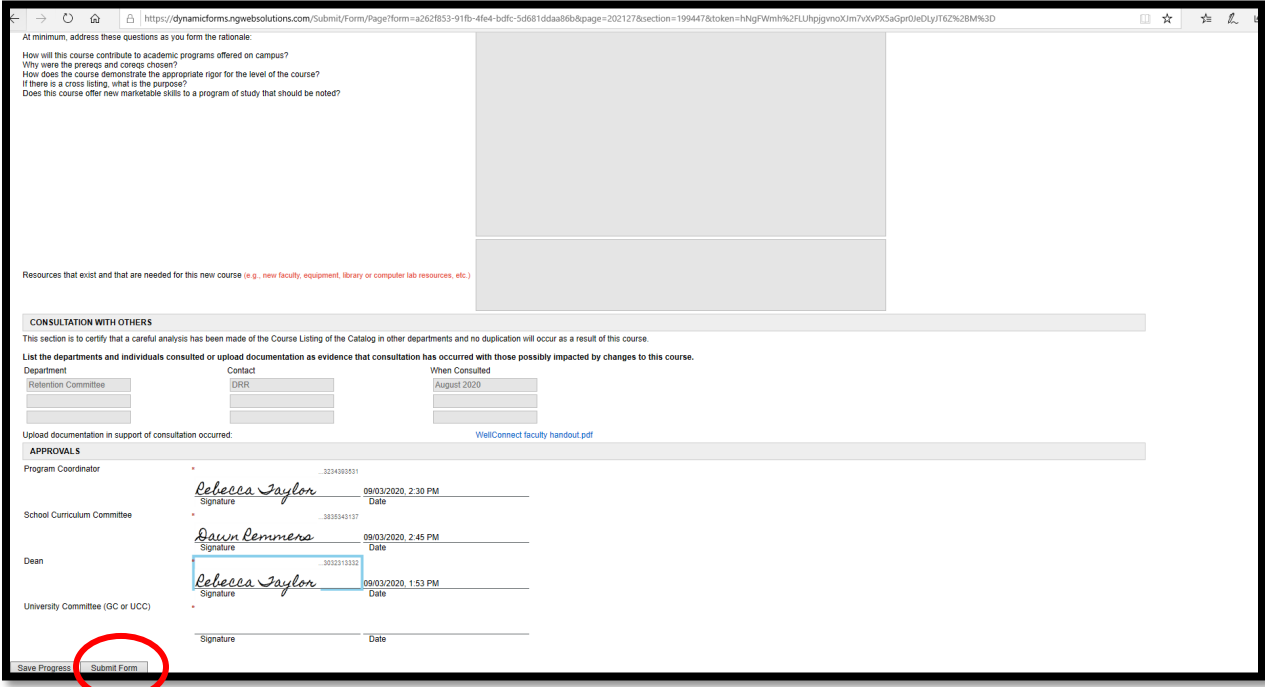
Click on **Sign Electronically**. Do not click on **Opt out and print** as it will disrupt the routing.

Screen Shot 44



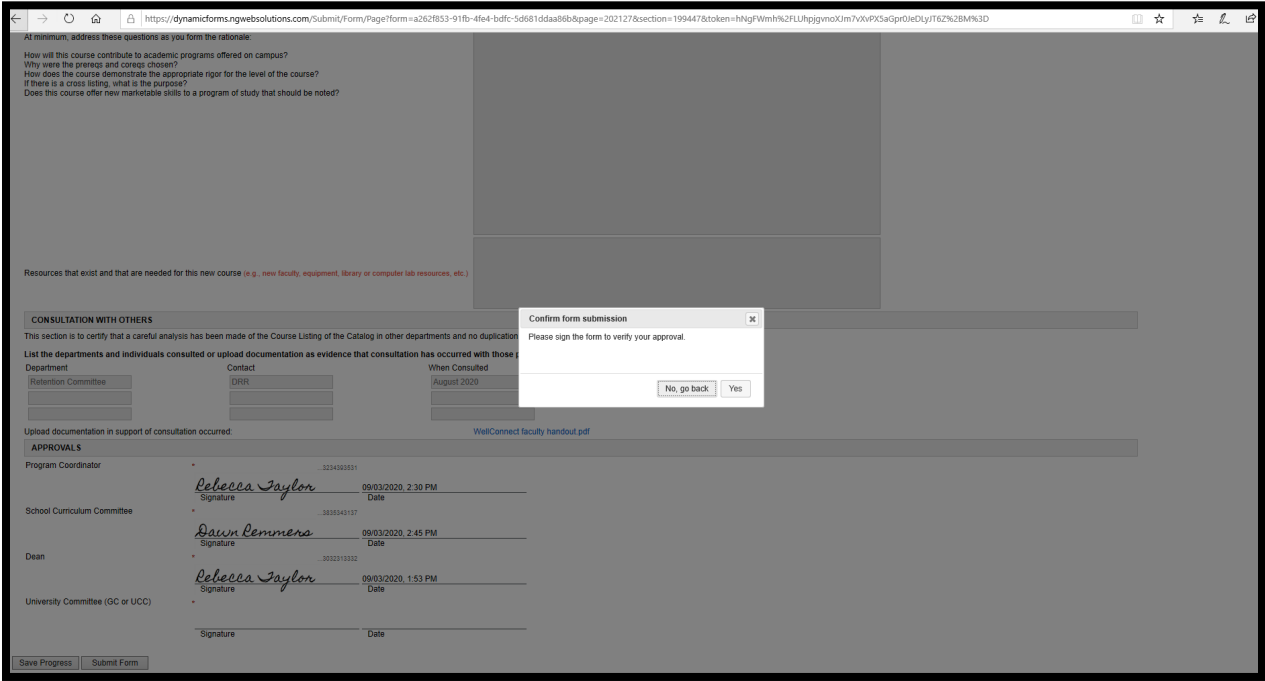
Then users will see a version of their signature on the form.

Screen Shot 45



Next, click on **Submit Form**.

Screen Shot 46



Finally, click **YES**.

The Request form will then be routed to the next approver and also send an email to the Originator that approval has been given by this level of review.

How to Return a Request Form for Revision

Scroll to the bottom on the document and click on **Return for Revision**.

Screen Shot 47



An "email form will pop-up for completion.

Screen Shot 48

Return For Revision
This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Originator: Dawn Remmers (Dawn.Remmers@untdallas.edu)

Subject
Revisions Needed for New Program Request

Body

Dear Originator Name,
The School Curriculum Committee has met and would like to share some feedback on the proposal for revision:

1. List of questions about the structure of the program, i.e., the classes included in the program. Please submit a new Catalog Degree Worksheet.
2. In the section on the goals for enrollment, there is question about if this might pull students from another major...can you address that issue?
3. In the Program Learning Outcomes, you have listed PLO's that do not include some of the new courses being developed. Why are those courses necessary if they do not contribute to measuring the PLO's?

As the chair, I am happy to talk with you more about our committee findings or maybe you can attend our next meeting to discuss.]

Characters (including HTML): 854

Return this form for revision Cancel and return to form

- In the Return for Revision page, **be sure to select the Originator** in the drop down menu
- Enter a distinctive subject line to alert the Originator that review and revision is needed.
- Provide detailed comments in the body that will allow the originator to improve the request and resubmit.
- FYI. When the form is returned, the Originator will be able to edit the current request form within the system and will not have to re=enter all of the information, so providing detailed feedback on specific sections of the form will be very helpful.
- Once comments are entered, click the red button for **Return this form for revision**.
- Screen Shot 25 shows a successful return.

Screen Shot 49

This form has been returned and sent back to the previous participant.

[View Form PDF](#)

Review of Resubmissions

When a document is returned for revision, the Originator has to mark the Request form as an Original Submission or a Resubmission:

Screen Shot 50

<p>Is this Request form the Original Submission or a Resubmission with edits from a reviewer?</p>	<ul style="list-style-type: none"><input type="radio"/> Original Submission<input type="radio"/> Resubmission after Review
<p>If this is a resubmission, which level needs to review again?</p>	<ul style="list-style-type: none"><input type="radio"/> Program Coordinator<input type="radio"/> School Committee<input type="radio"/> Dean Review<input type="radio"/> UCC<input type="radio"/> GC

If the Dean is not the level of resubmission, approve quickly and allow the document to route through without extensive review at this level.

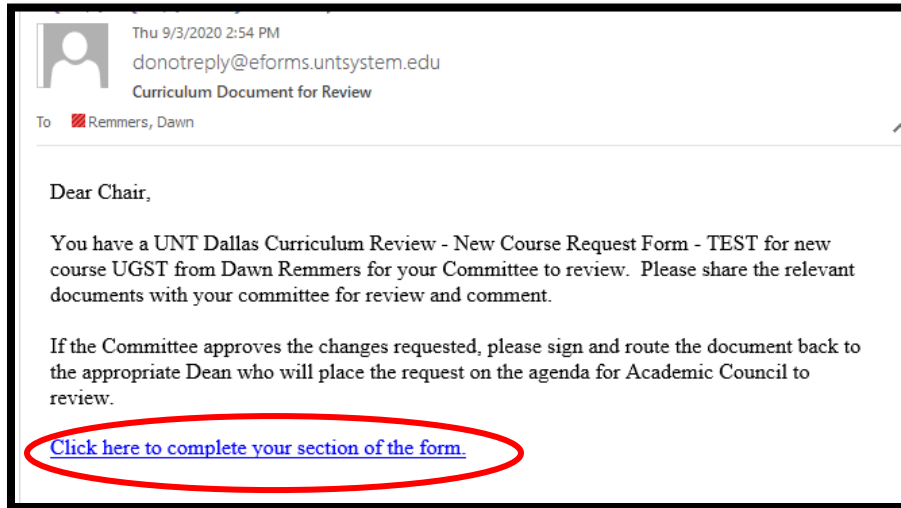
ROLE OF THE UNIVERSITY COMMITTEE

Review of Request Forms

For each Request form, the Chair will receive an email prompting review of a new Request form.

Click on **Click here to complete your section of the form** to access the Request form.

Screen Shot 51



Queue Access and Navigation

The Chair can also access multiple Request forms from their Dynamic Forms queue.

Here are some tips for accessing and navigating the queue:

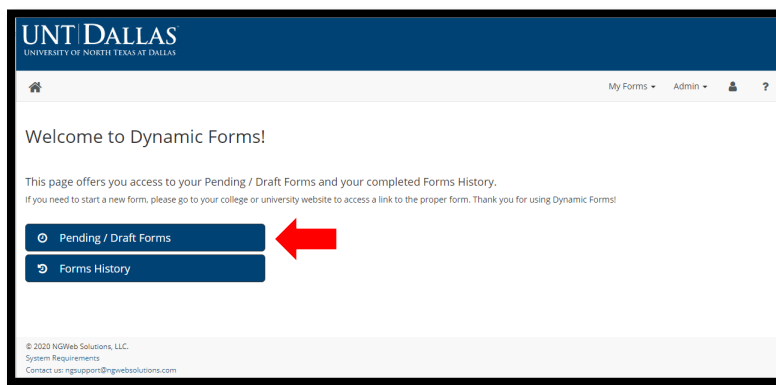
Log-In to Dynamic Forms:

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>

Use your EUID and password as log in credentials (same as needed to get into your email).

Click on **Pending/Draft Forms**.

Screen Shot 52



This will take the user to a queue of all documents currently in play (see Screen Shot 53).

- All Request forms marked **INCOMPLETE** in the Status column need review and a **decision action: Signature to Approve and route forward or Return for Revision.**
- **PENDING** Request forms are a draft version of any forms that a user is assigned to review at some point in the workflow process. The Pending file stays in the Pending/Draft queue until the final action of the Dean After University Committee Review to complete the workflow.

Users who are Chairs of a committee will have to download copies of the Request forms and the attached uploaded documents so that they can share with the members of their committee via a platform like Microsoft Teams.

- For the copy of the Request form, download a **PDF version of the document.**
- Then, click on the **HTML version of the document.** This allows the user to access the live links to the uploaded documents for downloading (see Screen Shot 30 for uploaded documents example).
- Tip – Using a naming convention for the Request form and uploaded files that makes it obvious the files that are connected to a Request form will make it easier to share with your committee members.

To complete a decision action, click the **Action** dropdown button and select **Complete Form.**

Screen Shot 53

Form Name	Status	Description	Date	PDF	HTML	Action
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Incomplete	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Pending	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾

This will open the Request form for review of the form content and any uploaded documents attached to the form. See Screen Shot 54 for an example.

Screen Shot 54

UNT DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

NEW COURSE REQUEST

GENERAL SUBMISSION INFORMATION

Schools * Business Department/Program * UGST

Submitted by * Dawn Remmers Effective Catalog Year AY 2021-2022

Level	Classification	Course Numbering Range
Undergraduate	Freshman courses	1000-1999
Undergraduate	Sophomore courses	2000-2999
Undergraduate	Junior courses - advanced level	3000-3999
Undergraduate	Senior courses - advanced level	4000-4999
Graduate	Graduate courses	5000-5999

One course per form. Must consult with the Registrar to obtain a prefix and course number prior to completing this form to ensure availability of the number and continuity of the request.

What is the Proposed Course Prefix and Number?

...

What is the new course number? (e.g., 1901, 3320, 5333, etc.)

ACCT 2222

JUSTIFICATION FOR CHANGES

Test form 1

For each item marked above, provide a) clear heading for the item that corresponds above, b) any additional information that can clarify and provide context for the change, and c) the rationale for the change.

CONSULTATION WITH OTHERS

This section is to certify that 1) a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication will occur as a result of this course and 2) all departments/concentration have been consulted about this change and have no issue.

List the departments and individuals consulted or upload documentation as evidence that consultation has occurred with those possibly impacted by changes to this course.

Department	Contact	When Consulted
Anyone	Someone	last year

Upload documentation in support that consultation occurred:

CRED Flyer_2020.pdf

APPROVALS

Program Coordinator

(click to sign)

Signature Date

School Curriculum Committee

Signature Date

At the bottom of the document, users have the option to: 1) sign the document, which approves and routes to forward to the next reviewer or 2) return the document to the Originator for revisions.

How to Approve a Request Form

Scroll to the bottom of the document to the section for APPROVALS.

Screen Shot 55

APPROVALS

Program Coordinator * ...3634373636

Dawn Remmers 04/01/2021, 4:06 PM
Signature Date

School Curriculum Committee * ...3136323735

Dawn Remmers 04/01/2021, 4:06 PM
Signature Date

Dean * ...3939373933

Dawn Remmers 04/01/2021, 4:08 PM
Signature Date

University Committee (GC or UCC) *

(click to sign)

Signature Date

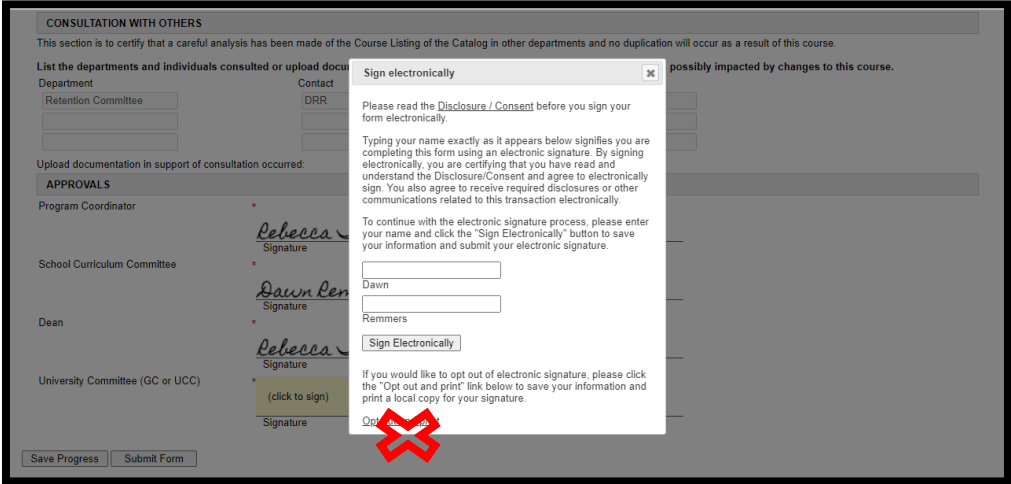
Save Progress Return for Revision Submit Form

Click on the shaded area (click to sign).

Users should enter their first and last names.

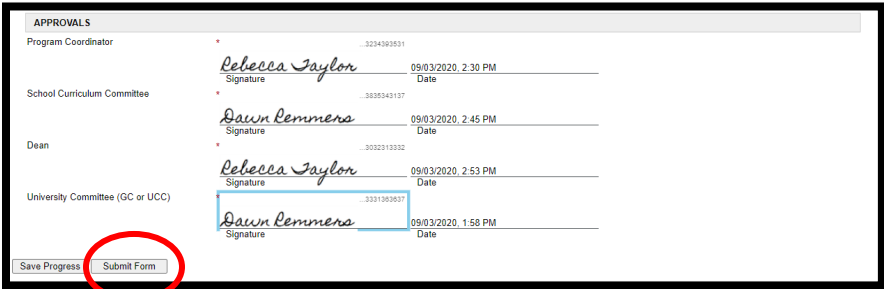
Click on **Sign Electronically**. Do not click on **Opt out and print** as it will disrupt routing.

Screen Shot 56



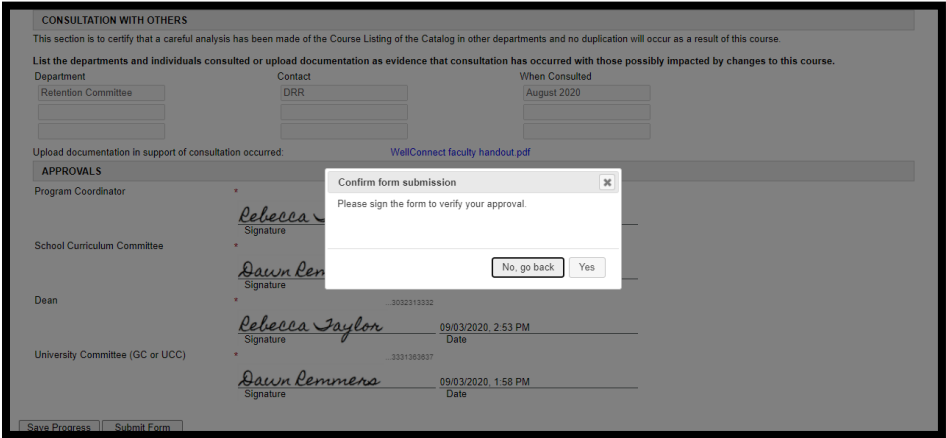
The users will see a version of their signature on the form.

Screen Shot 57



Next, click on **Submit Form**.

Screen Shot 58



Finally, click **Yes**.

The Request form will then be routed to the next approver and also send an email to the Originator that approval has been given by this level of review.

How to Return a Request Form for Revision

Scroll to the bottom of the document and click on **Return for Revision**.

Screen Shot 59

APPROVALS

Program Coordinator	*	...3834373838	<i>Dawn Remmers</i> Signature	04/01/2021, 4:06 PM Date
School Curriculum Committee	*	...3138323735	<i>Dawn Remmers</i> Signature	04/01/2021, 4:06 PM Date
Dean	*	...3939373933	<i>Dawn Remmers</i> Signature	04/01/2021, 4:08 PM Date
University Committee (GC or UCC)	*		(click to sign) Signature	 Date

Buttons: Save Progress, **Return for Revision**, Submit Form

An "email" form will pop-up for completion.

Screen Shot 60

Return For Revision
This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To: Originator: Dawn Remmers (Dawn.Remmers@untdallas.edu) [dropdown arrow]

Subject: Revisions Needed for New Program Request

Body:

Dear Originator Name,

The School Curriculum Committee has met and would like to share some feedback on the proposal for revision:

- List of questions about the structure of the program, i.e., the classes included in the program. Please submit a new Catalog Degree Worksheet.
- In the section on the goals for enrollment, there is question about if this might pull students from another major...can you address that issue?
- In the Program Learning Outcomes, you have listed PLO's that do not include some of the new courses being developed. Why are those courses necessary if they do not contribute to measuring the PLO's?

As the chair, I am happy to talk with you more about our committee findings or maybe you can attend our next meeting to discuss.]

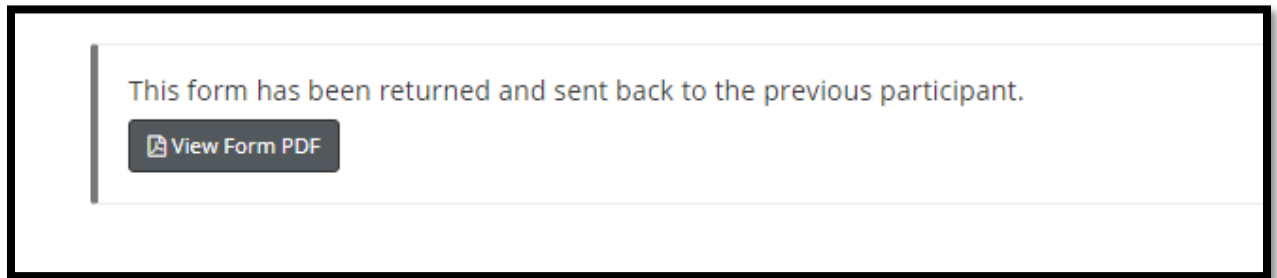
Characters (including HTML): 854

Buttons: **Return this form for revision**, Cancel and return to form

- In the Return for Revision page, **be sure to select the Originator** in the drop down menu
- Enter a distinctive subject line to alert the Originator that review and revision is needed.

- Provide detailed comments in the body that will allow the originator to improve the request and resubmit.
- FYI. When the form is returned, the Originator will be able to edit the current request form within the system and will not have to re=enter all of the information, so providing detailed feedback on specific sections of the form will be very helpful.
- Once comments are entered, click the red button for **Return this form for revision**.
- Screen Shot 25 shows a successful return.

Screen Shot 61



[Review of Resubmissions](#)

When a document is resubmitted, the Originator has to mark the Request form as Resubmission after Review:

Screen Shot 62

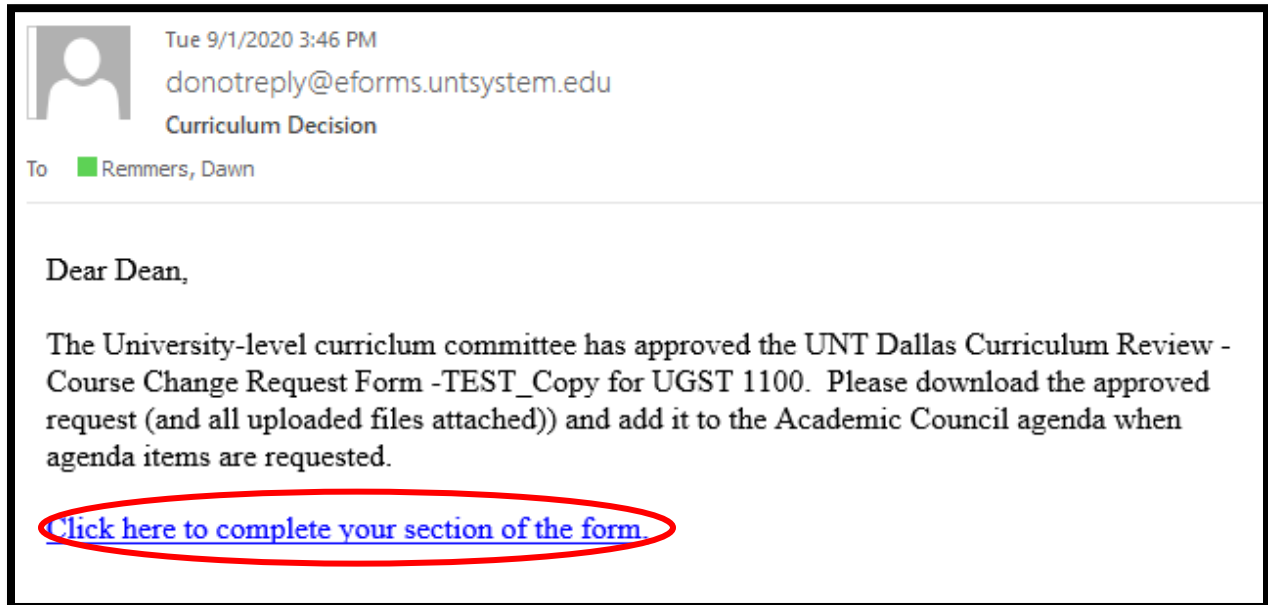
A screenshot of a form. The first question is "Is this Request form the Original Submission or a Resubmission with edits from a reviewer?". The second question is "If this is a resubmission, which level needs to review again?". To the right of the second question is a list of radio button options: "Original Submission", "Resubmission after Review", "Program Coordinator", "School Committee", "Dean Review", "UCC", and "GC". The "Resubmission after Review" option is selected, indicated by a small red asterisk next to it.

ROLE OF THE DEAN AFTER UNIVERSITY COMMITTEE

Once a document has been approved by UCC or GC, the Dean takes the final steps to end the workflow and download the documents for the Academic Council agenda.

Deans will get an email like Screen Shot 54 when the university committee has approved the Request form.

Screen Shot 63



Queue Access and Navigation

Deans can also access multiple Request forms from their Dynamic Forms queue.

Here are some tips for accessing and navigating the queue:

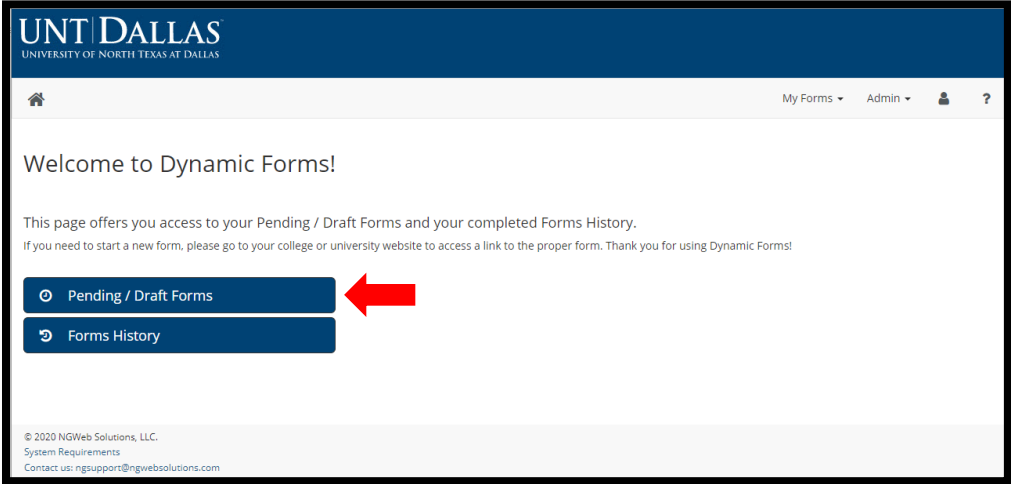
Log-In to Dynamic Forms:

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>

Use your EUID and password as log in credentials (same as needed to get into your email).

Click on **Pending/Draft Forms**.

Screen Shot 64



This will take the user to a queue of all documents currently in play (see Screen Shot 65).

- All Request forms marked **INCOMPLETE** in the Status column need review and a **decision action: Signature to Approve and route forward or Return for Revision.**
- **PENDING** Request forms are a draft version of any forms that a user is assigned to review at some point in the workflow process. The Pending file stays in the Pending/Draft queue until the final action of the Dean After University Committee Review to complete the workflow.

Deans will need to download documents to add to the Academic Council Agenda on behalf of their school. For a copy of the Request form, download a **PDF version of the document.**

- Then, click on the **HTML version of the document.** This allows the user to access the live links to the uploaded documents for downloading (see Screen Shot 30 for uploaded documents example).
- Tip – Using a naming convention for the Request form and uploaded files that makes it obvious the files that are connected to a Request form will make it easier to share with your committee members.

To complete a decision action, click the **Action** dropdown button and select **Complete Form.**

Screen Shot 65

Form Name	Status	Description	Date	PDF	HTML	Action
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Incomplete	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾
UNT Dallas Curriculum Review - New Academic Program Request Form - 2021-2022	Pending	Started By: Dawn Remmers	Signature Request Date: 4/1/2021 4:01:20 PM			Action ▾

This will open the Request form for review of the form content and any uploaded documents attached to the form. See example in Screen Shot 66.

Screen Shot 66

...

Click on the live links to open the document and download so that you can share all materials with Academic Council. There may be several documents depending on the type of Request form.

Naming Convention for Files

Please use the following naming convention for documents related together so that you can easily add them to the Academic Council agenda, and members of Academic Council can see which documents are related:

Type of form_Course/Program_Document type

- Type of form = New Course or New Program or Change Course or Change Program
- Course = ACCT#### or Program = Sociology
- Document type = e.g. Form...Syllabus.... Consultation documents....Catalog Degree Worksheet...Program Change Submission

For example, if there was a New Course Request for Psychology, you might name associated documents as such:

- NewCourse_PSYC4399_Form
- NewCourse_PSYC4399_Syllabus
- NewCourse_PSYC4399_ProgramChangeSubmission
- NewCourse_PSYC4399_Consultation

This will allow all members of the Academic Council to see what documents belong to each other and if there are possibly any missing documents. For instance, a New Course cannot be submitted without a syllabus, but could be submitted without Consultation or a Program Change Submission if the course was only an elective and did not change the major.

Add the documents to the MS Teams site for the Academic Council agenda for the appropriate date of the meeting.

Final Action to Complete the Workflow

Once the documents have been downloaded and named per the naming convention, click on **Action** and select **Complete Form** in the drop down menu in Screen Shot 56.

Screen Shot 67

At minimum, address these questions as you form the rationale:

- How will this course contribute to academic programs offered on campus?
- Why were the prereqs and coresq chosen?
- How does the course demonstrate the appropriate rigor for the level of the course?
- If there is a cross listing, what is the purpose?
- Does this course offer new marketable skills to a program of study that should be noted?

Resources that exist and that are needed for this new course (e.g., new faculty, equipment, library or computer lab resources, etc.)

CONSULTATION WITH OTHERS

This section is to verify that a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication will occur as a result of this course.

List the departments and individuals consulted or upload documentation as evidence that consultation has occurred with those possibly impacted by changes to this course.

Department	Contact	When Consulted
Retention Committee	DRR	August 2020

Upload documentation in support of consultation occurred [WellConnect faculty handout.pdf](#)

APPROVALS

Program Coordinator

Signature: *Rebecca Taylor* Date: 09/03/2020, 2:30 PM

School Curriculum Committee

Signature: *Dawn Bennera* Date: 09/03/2020, 2:45 PM

Dean

Signature: *Rebecca Taylor* Date: 09/03/2020, 2:53 PM

University Committee (UC or UCC)

Signature: *Dawn Bennera* Date: 09/03/2020, 2:58 PM

Save Program | **Next**

Scroll to the bottom of the form and click **Next**.

Screen Shot 68

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Rebecca Taylor

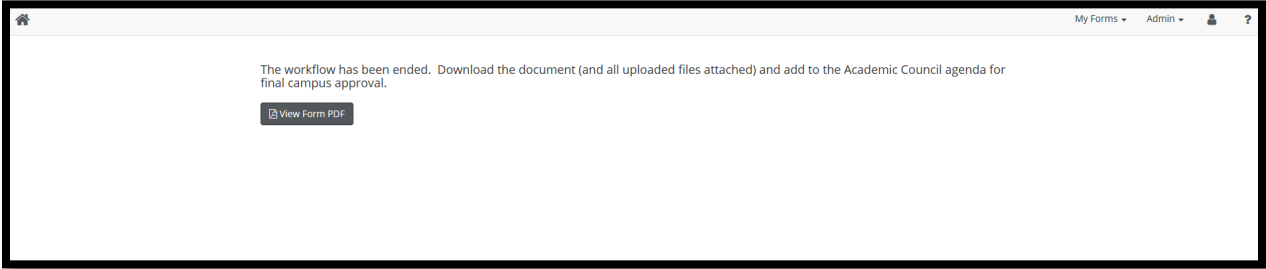
Previous **Sign Electronically**

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

~~Opt out and print~~

Enter your name and click **Sign Electronically**. Do not click on **Opt out and print**.

Screen Shot 69




This is the end of this document in the workflow. It will allow the document to move out of all of the approvers' queues as a **Pending status** Request form and into the History folder when this step is completed.

COMPLETING THE DECLARATION OF INTENT TO PROPOSE A NEW ACADEMIC PROGRAM

Steps to Complete the eForm

1. Click the appropriate form link on the [Curriculum Review Resources website](#).
2. Sign on with UNT Dallas EUID and password to get to this screen.

* = required field



UNT DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

DECLARATION OF INTENT TO PROPOSE A NEW ACADEMIC PROGRAM

It is recommended that faculty who wish to submit a New Academic Program Request complete this form to share their intent so that members of the Office of the Provost staff can review and share guidance on the timeline for completion of the approval process in light of accrediting bodies requirements for notifications and approvals. Also, suggestions for on-campus consultations can be offered to promote a more transparent academic program development process.

A faculty member can submit this intent at any time, but it is recommended for submission no later than September 1 of a given academic year if the hope is to have the program published in the next academic catalog. **Failure to submit this form by September 1 could result in delays implementation of a new academic program for the next academic year.**

Given this is simply a declaration of intent to submit a request for a new academic program, the information needed at this time is minimal; only what is needed to determine what type of external reviews may need to be completed.

GENERAL SUBMISSION INFORMATION

Schools Department/Program

Point of Contact for New Program Submission UNTD Email

3. Complete the form. At the end you can either SAVE PROGRESS to return to it later or SUBMIT FORM when you are ready to send it on for review.

Save Progress

Submit Form

4. Click YES

✕
Confirm form submission


Please sign the form to verify your approval.

No, go back

Yes

5. The final screen will look like this, allowing you to click on VIEW FORM PDF where you can view your submission and download it for your records.

This form has been successfully submitted. You will receive guidance from Academic Affairs soon.

 [View Form PDF](#)

6. You will also receive a confirmation email of submission.