

Curriculum Review Process in Dynamic Forms

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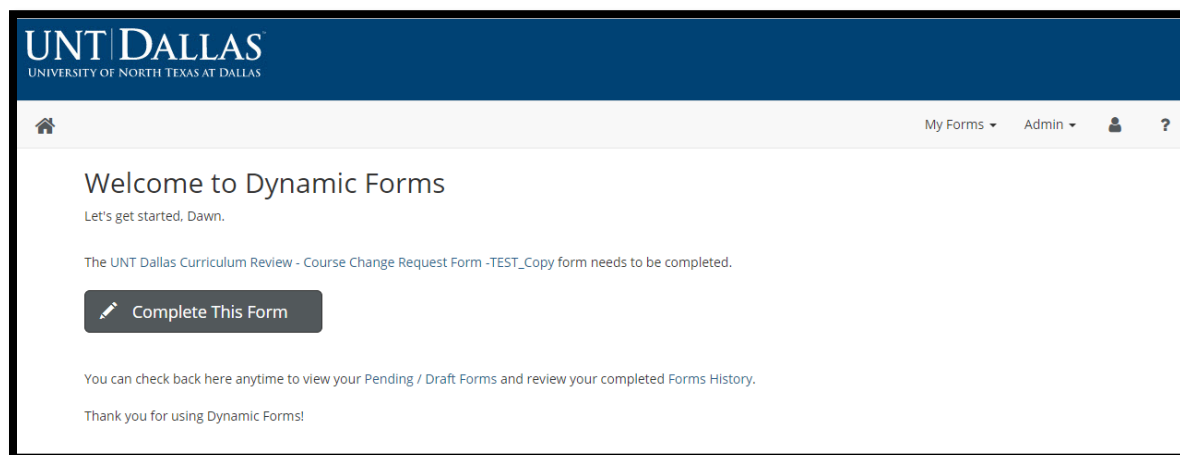
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ROLE OF ORIGINATOR (aka, Faculty member submitting the Request Form)

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: We cannot 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_Dean

The person assigned to those programs is attached to the role. For instance, for AY2020-2021, Orlando Perez is attached to LAS_Dean 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 structure:

- 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:**
 - Program Coordinator:** A dropdown menu with "Please select" and a downward arrow. Below it, a note states: "Contact information is in the format: Description: Last Name, First Name".
 - School Committee:** A dropdown menu with "Please select" and a downward arrow. Below it, a note states: "Contact information is in the format: Description: Last Name, First Name".
 - Dean Review:** A dropdown menu with "Please select" and a downward arrow. Below it, a note states: "Contact information is in the format: Description: Last Name, First Name".
 - University Committee:** A dropdown menu with "Please select" and a downward arrow. Below it, a note states: "Contact information is in the format: Description: Last Name, First Name".
 - Back to Dean:** A dropdown menu with "Please select" and a downward arrow. Below it, a note states: "Contact information is in the format: Description: Last Name, First Name".
- 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

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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.
- 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 (page 6) to get access to any forms that were saved using the Save Progress button.
- **This form workflow has one major limitation that we will have to work around for the time being – what happens if a reviewer at any point in the chain recommends edits to clarify?** In these cases, if more explanation, clarification, or corrections are needed the form will be “Stopped” at that level, and the reviewer will share comments with the Originator to improve the Request. In these cases, the Originators of the form will need fill out the form again reflecting the new content. **For this reason, it is recommended to screen shot sections of the form before submission and copy and paste “Justification” content into a copy document in case there is a need to resubmit the form.**
- Be sure to mark the item 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 document when submitting changes to courses or academic programs. Be sure to present accurately what is currently listed 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.
 - 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 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](#)

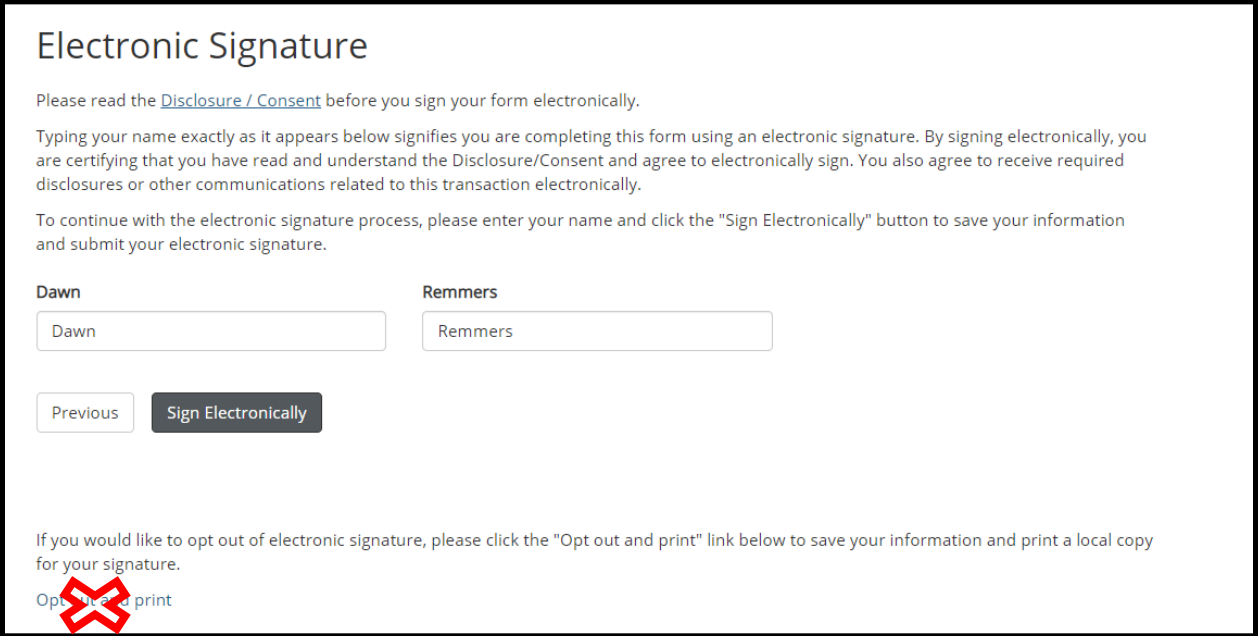
APPROVALS

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

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



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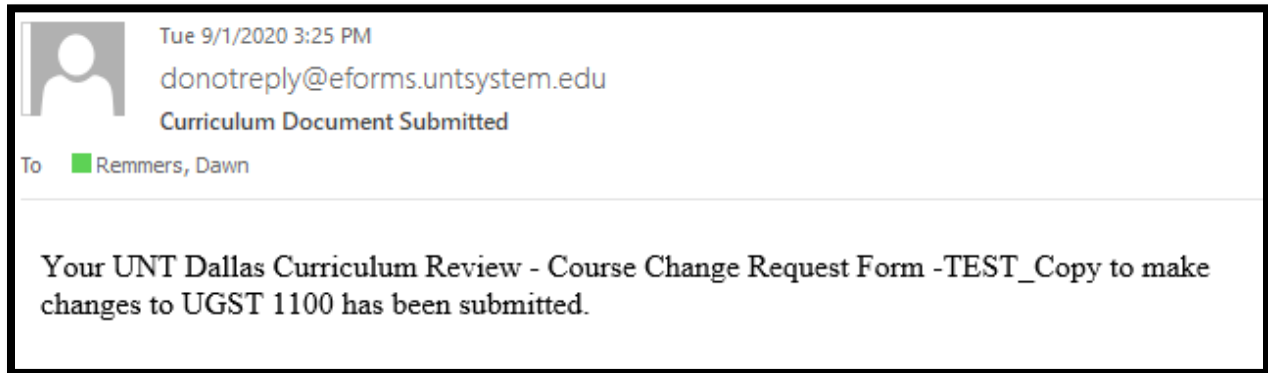
Thank you. Your curriculum request has been submitted.

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

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.

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

Screen Shot 8



Sometimes, these emails get 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.

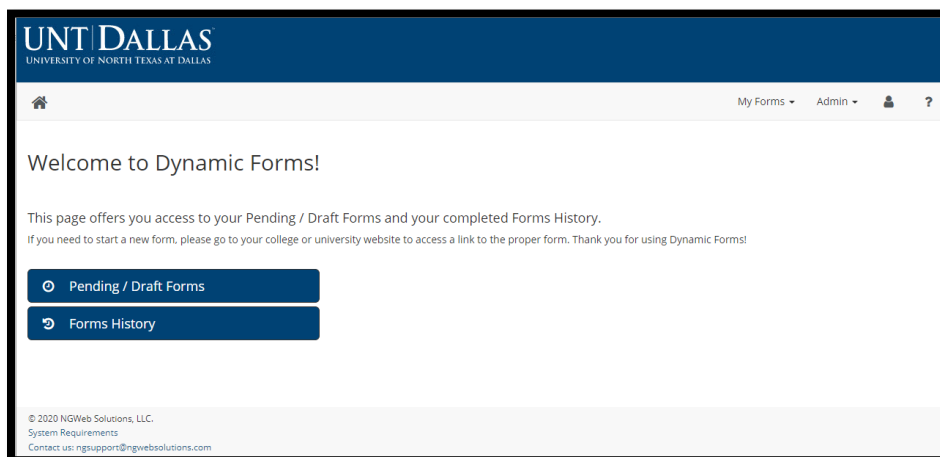
** Dawn Remmers, Assistant Provost, or Rebecca Taylor, Administrative Specialist, can assist you to see if your submission went through if you cannot locate an email confirmation of your submission.*

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.

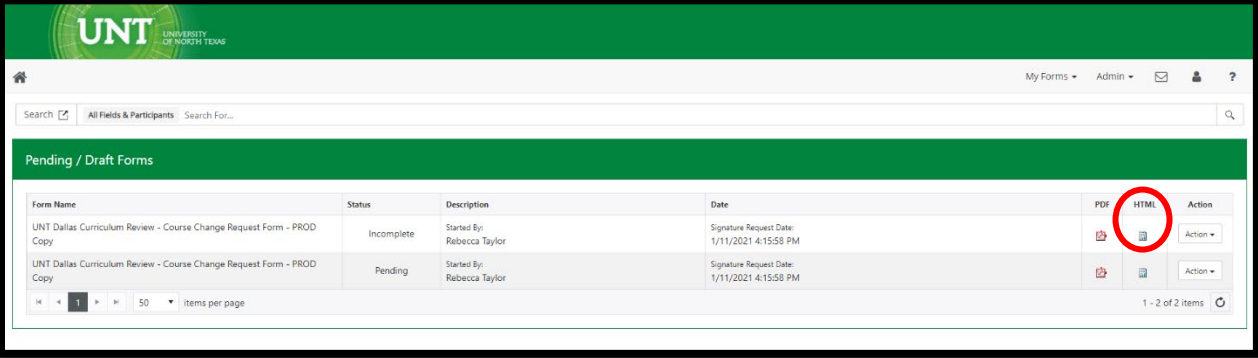
1. Log-In to Dynamic Forms:
<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://sso.unt.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>
2. Use your EUID and password as log in credentials (same as needed to get into your email).

Screen Shot 9



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

Screen Shot 10



The screenshot shows the UNT Dallas Curriculum Review system interface. At the top is the UNT logo and navigation links like 'My Forms', 'Admin', and a search bar. Below is a section titled 'Pending / Draft Forms' containing a table with the following data:

Form Name	Status	Description	Date	PDF	HTML	Action
UNT Dallas Curriculum Review - Course Change Request Form - PROD Copy	Incomplete	Started By: Rebecca Taylor	Signature Request Date: 1/11/2021 4:15:58 PM			Action
UNT Dallas Curriculum Review - Course Change Request Form - PROD Copy	Pending	Started By: Rebecca Taylor	Signature Request Date: 1/11/2021 4:15:58 PM			Action

At the bottom of the table, there is a pagination control showing '1' of 50 items per page and a status '1 - 2 of 2 items'.

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.

Stopped Forms After Committee Evaluations

If a reviewer has an issue that needs clarification or editing, the document will be “Stopped,” and the reviewer will send the Originator feedback via the UNT Dallas email on what needs to be addressed in the original request.

You will then need to complete the form again making sure to denote in the questions for completion that it the form is being resubmitted and which committee needs to review. Unfortunately, others in the line of approval will have to approve the form again. (We are working with the software vendor to find other options for this routing issue, so please be patient).

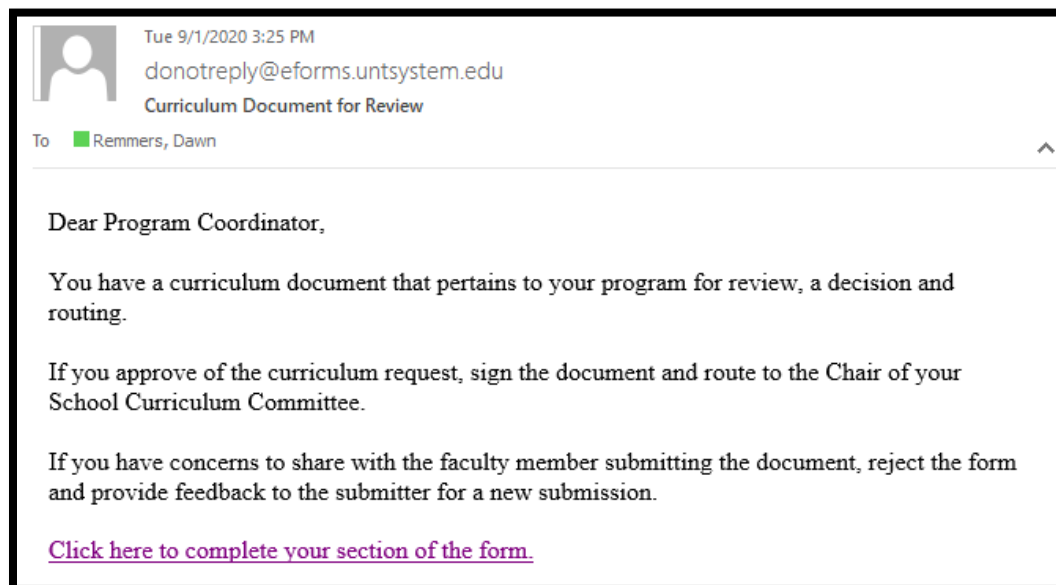
Save your work from previous submissions for easier resubmission.

ROLE OF PROGRAM COORDINATOR

Review of Request Forms

For each form submitted for review, the PC will get an email like this:

Screen Shot 11



1. PCs can click on **Click here to complete your section of the form** in Screen Shot 11 to review the form....
or

Queue Access

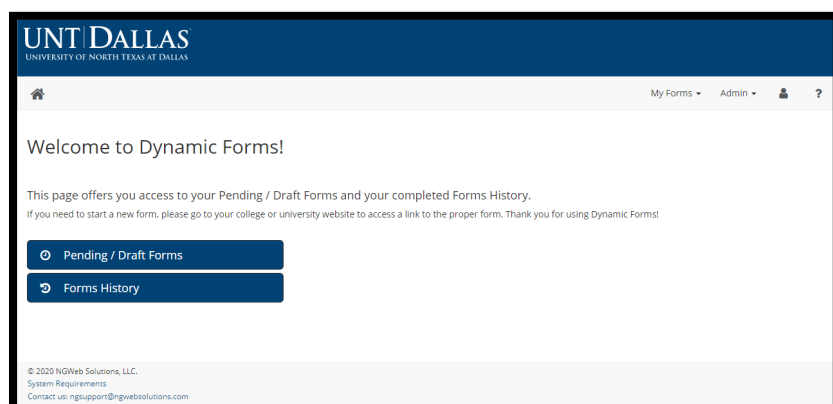
1. If the PC has multiple items to review at once and wants to see the queue of documents to review, follow these directions to get into Dynamic Forms to access the queue of documents to review:

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).

Screen Shot 12



CLICK on **Pending/Draft Forms**. This will take the PC to a queue of all documents currently in play. New Request forms that need review will indicate **Incomplete** in the status column.

2. Enter the form by clicking the **Action** button and selecting **Complete Form** from the drop down menu.

Screen Shot 13

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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: 65-100% 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: 50-65% 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/cipcode/Default.aspx?y=56>
- ☐ Change in Texas Common Course Number: For more information: <https://www.tccn.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

Text 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 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:

Example of an embedded attachment

APPROVALS

Program Coordinator

(click to sign)

Signature Date

School Curriculum Committee

Signature Date

3. Review the form. Be sure to review attached documents that are uploaded by the originator throughout the form (see Screen Shot 14). If the PC wants to keep copies of the Request form and attachments, the PC can download these attachments and save for later access.

Screen Shot 14

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

JUSTIFICATION FOR CHANGES

Text 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 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:

Example of an embedded attachment

APPROVALS

Program Coordinator

(click to sign)

Signature Date

School Curriculum Committee

Signature Date

4. After reviewing, sign the document by clicking in the pink shaded area.

Screen Shot 15

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
Anytime	Someone	last year

Upload documentation in support that consultation occurred:

APPROVALS

Program Coordinator

(click to sign)

Signature _____ Date _____

School Curriculum Committee

Signature _____ Date _____

Dean

Signature _____ Date _____

University Committee (GC or UCC)

Signature _____ Date _____

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.

Rebecca
Rebecca
Taylor
Taylor

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 hard copy for your signature.

Opt out and print

- Fill out your name and click on **Sign Electronically**. Do not click on **Opt out and print** as it will disrupt routing.

The form then looks like this:

Screen Shot 16

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
Anytime	Someone	last year

Upload documentation in support that consultation occurred:

[CRED Flyer_2020.pdf](#)

APPROVALS

Program Coordinator

Rebecca Taylor
Signature _____ Date 09/03/2020, 1:09 PM

School Curriculum Committee

Signature _____ Date _____

Dean

Signature _____ Date _____

University Committee (GC or UCC)

Signature _____ Date _____

Signature _____ Date _____

Save Progress Submit Form

- Click on **Submit Form**.

Screen Shot 17

The screenshot shows a web application interface for document approvals. A modal dialog box titled "Confirm form submission" is centered on the screen. The dialog contains the text "Please sign the form to verify your approval." and two buttons: "No, go back" and "Yes". In the background, a table titled "APPROVALS" is visible, showing a routing process for a document named "WellConnect faculty handout.pdf". The table has columns for "Signature" and "Date". The rows are for "Program Coordinator" (signed by Rebecca), "School Curriculum Committee" (signed by Dawn Pen), "Dean", and "University Committee (GC or UCC)".

7. Click **Yes**.

Screen Shot 18

The screenshot shows a decision screen titled "Stop form processing". The text reads: "At this point, you may end the routing for this curriculum request. Should you end the form, please share your feedback with the faculty member submitting the request so that he/she may consider the feedback and resubmit if needed." Below this, a question is asked: "Do you wish to end the routing for this form now?". There are two radio button options: "Yes" and "No". The "No" option is selected. At the bottom, there are two buttons: "Previous" and "Next".

8. **DECISION POINT APPROVED:** If the document has been approved as is, maintain the **NO** and then click **NEXT** and the form will route to the next committee.

DECISION POINT NOT APPROVED: If the PC has issues that need to be addressed in edits before the document can move forward to the next committee, click **YES** and click **NEXT**. This will STOP the form from proceeding through the process and END the routing.

In the case of a Not Approved Request Form, **the PC will need to email the Originator of the form to explain in detail the issues that need to be addressed to improve or correct the Request form.**

The Originator will then have to complete the form again for Resubmission and send it back through for review and approvals.

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 19

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

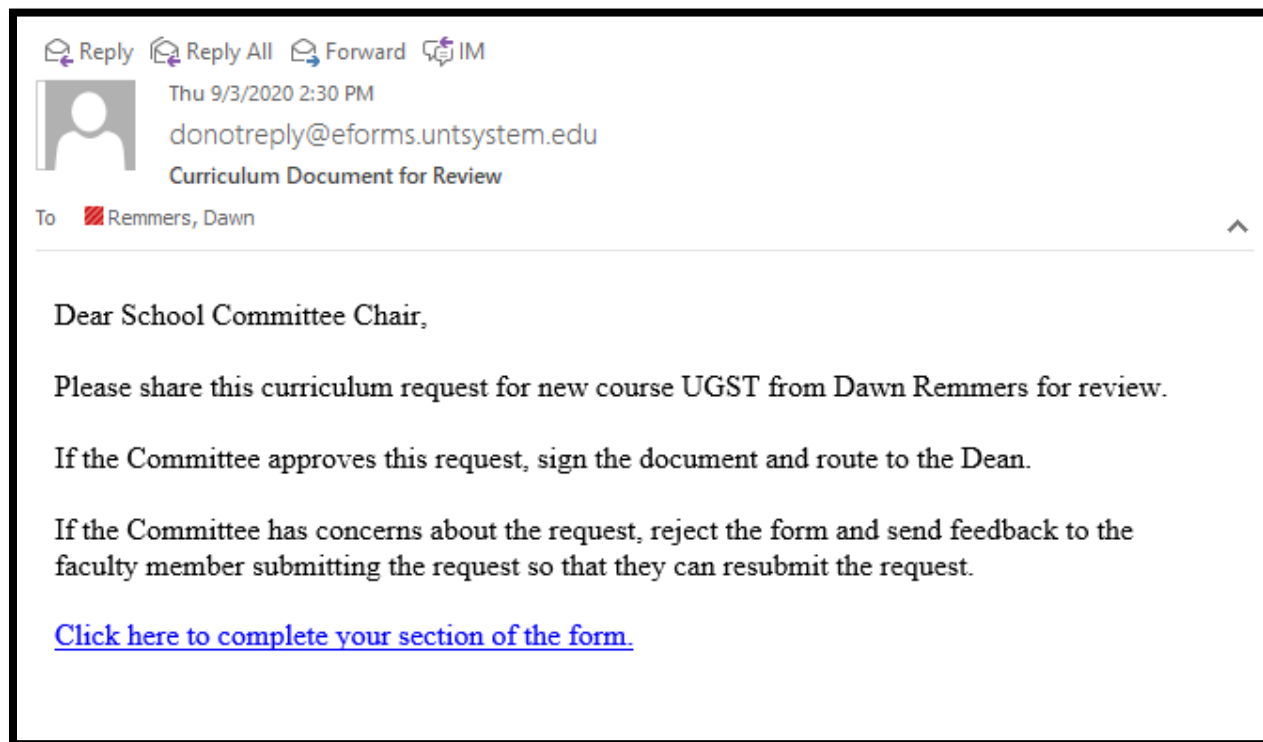
If it is a resubmission, the committee with the recommended edits is marked. If the PC is not the level of resubmission, approve quickly and allow the document to route through without extensive review at this level.

ROLE OF THE SCHOOL COMMITTEE

Review of Request Forms

For each form received for you to review, the Chair of the school committee will get an email like this:

Screen Shot 20



1. The Chair can click on **Click here to complete your section of the form** in Screen Shot 20 to review the form....
Or

Queue Access

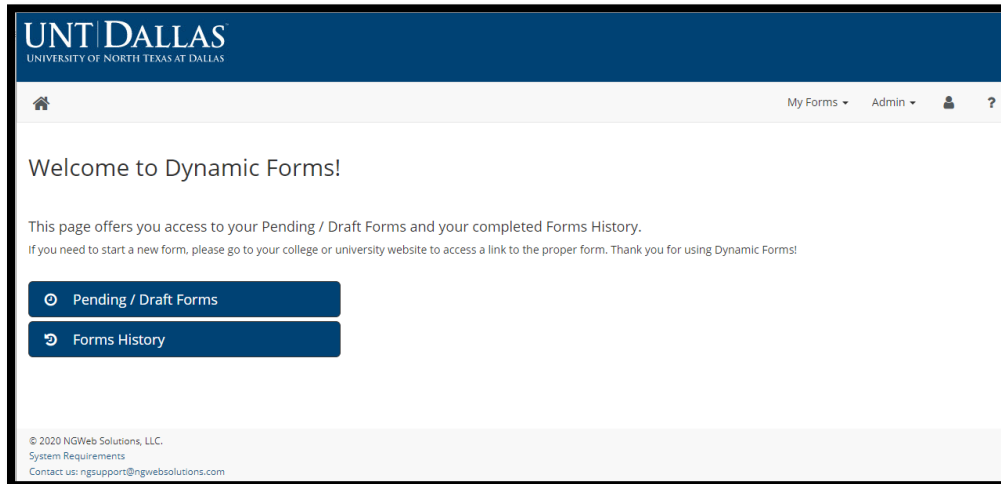
1. If the Chair has multiple items to review at once and wants to see the queue of Request forms, follow these directions to get into Dynamic Forms to access the queue to review documents:

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).

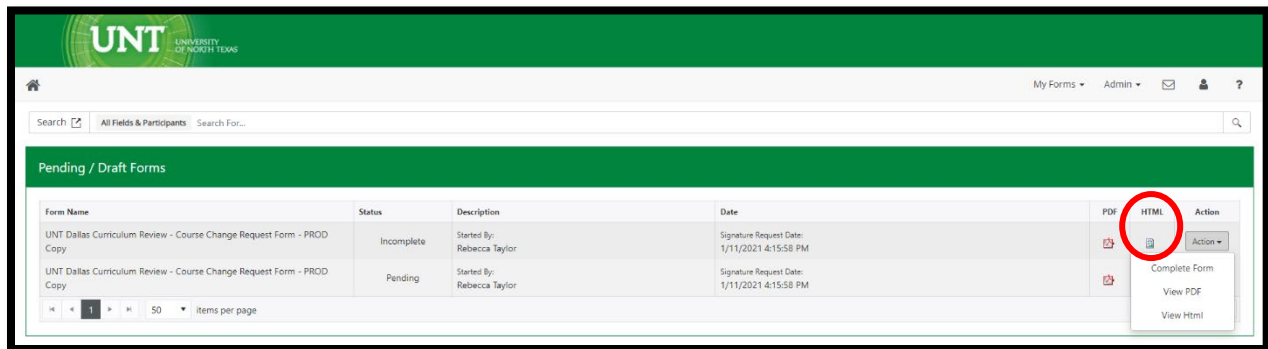
Screen Shot 21



Click on **Pending/Draft Forms**.

Your queue will look something like this:

Screen Shot 22



2. The Chair of the school committee will need to download copies of the forms and attached documents requiring committee review. New documents will show up with **Incomplete** in the status column. (**Pending** forms are forms that you have previously reviewed and routed on, but are still active in the workflow process at another level).

Click on the HTML icon on the row for that Request form (see Screen Shot 22) to download a copy of the form and all of the embedded attachments that may be attached to a given submission (see Screen Shot 23):

Screen Shot 23

Is this course intended to be reviewed to as a part of the Core Curriculum? * ☐ Yes ☒ No

If yes, be sure to submit the Adding a Course to the Core Curriculum Form to the Core Curriculum Committee. They will review the proposal once the University Curriculum Committee has reviewed and approved the course request.

Is this course to be included in an existing or new program in an area other than simple program electives? (e.g., any level PSYC or PSYC advanced level) * ☐ Yes ☒ No

If yes, this request should be accompanied with a Change in Existing Academic Program Request.

Upload a copy of Program Change Submission for reference.
Choose File | No file chosen

Files over 25 MB will not be accepted.

Upload Syllabus *EL_Flyer.docx

Syllabus

New course requests must be accompanied by a syllabus that includes the course learning outcomes and evaluation methods. This information is imperative for the committees to review the course properly.

Click on the live links in the Request form to open the document and download so that the materials can be shared with the committee for review. There may be several documents depending on the type of Request form.

- After the Committee has reviewed a request, enter the queue (second part of step 1) and click on **Action** and select **Complete Form** from the menu to enter the routable form (see Screen Shot 24).

Screen Shot 24

UNT | DALLAS
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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?

- Scroll down to the Approvals section and click the shaded pink area.

Screen Shot 25

APPROVALS

Program Coordinator * ...3234393931

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

School Curriculum Committee * (click to sign)

Signature _____ Date _____

Dean * Signature _____ Date _____

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

Signature _____ Date _____

Save Progress Submit Form

5. Enter your name and click **Sign Electronically**. Do not click on **Opt out and print** as it will disrupt the workflow.

Screen Shot 26

The screenshot shows a web form titled 'CONSULTATION WITH OTHERS'. It includes a section for 'List the departments and individuals consulted or upload documentation' with fields for Department and Contact. Below this is an 'APPROVALS' section with rows for Program Coordinator, School Curriculum Committee, Dean, and University Committee (GC or UCC), each with a signature field. A modal window titled 'Sign electronically' is open in the center. It contains instructions to read the Disclosure/Consent, type the name exactly as it appears, and click the 'Sign Electronically' button. There is also an 'Opt out and print' link at the bottom of the modal, which is crossed out with a red X. The background form is partially obscured by the modal.

The signature will then populate.

Screen Shot 27

The screenshot shows the 'APPROVALS' section of the form. It lists the Program Coordinator, School Curriculum Committee, Dean, and University Committee (GC or UCC). Each entry has a signature field and a date field. The Program Coordinator's signature is 'Rebecca Taylor' and the date is '09/03/2020, 2:30 PM'. The School Curriculum Committee's signature is 'Dawn Remmers' and the date is '09/03/2020, 1:45 PM'. The Dean and University Committee fields are empty. At the bottom, there are 'Save Progress' and 'Submit Form' buttons.

6. Click **Submit Form**.

Screen Shot 28

The screenshot shows a web form titled "APPROVALS" with a header "Upload documentation in support of consultation occurred: WellConnect faculty handout pdf". The form has several sections for signatures and dates, each marked with a red asterisk (*):

- Program Coordinator: Signature line with "Rebecca" written in cursive.
- School Curriculum Committee: Signature line with "Dawn Pen" written in cursive.
- Dean: Signature line.
- University Committee (GC or UCC): Signature and Date lines.

A modal dialog box titled "Confirm form submission" is overlaid on the form. It contains the text "Please sign the form to verify your approval." and two buttons: "No, go back" and "Yes".

7. Click **YES**.

Screen Shot 29

The screenshot shows a web form titled "Stop form processing". It contains the following text:

At this point, you may end the routing for this curriculum request. Should you end the form, please share your feedback with the faculty member submitting the request so that he/she may consider the feedback and resubmit if needed.

Do you wish to end the routing for this form now?

☐ Yes

☒ No

Previous Next

8. **DECISION POINT - APPROVED:** If the document has been approved as is, maintain the **NO** and then click **NEXT** and the form will route to the next committee.

DECISION POINT - NOT APPROVED: If the committee has issues that need to be addressed in edits before the document can move forward to the next committee, Click **YES** and click **NEXT**. This will STOP the form from proceeding through the process and END the routing.

In the case of a "Not Approved" Request Form, **the Chair of the Committee will need to email the Originator of the form to explain in detail the issues that need to be addressed to improve or correct the Request form.**

The Originator will then have to complete the form again for Resubmission and send it back through for review and approvals.

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 30

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

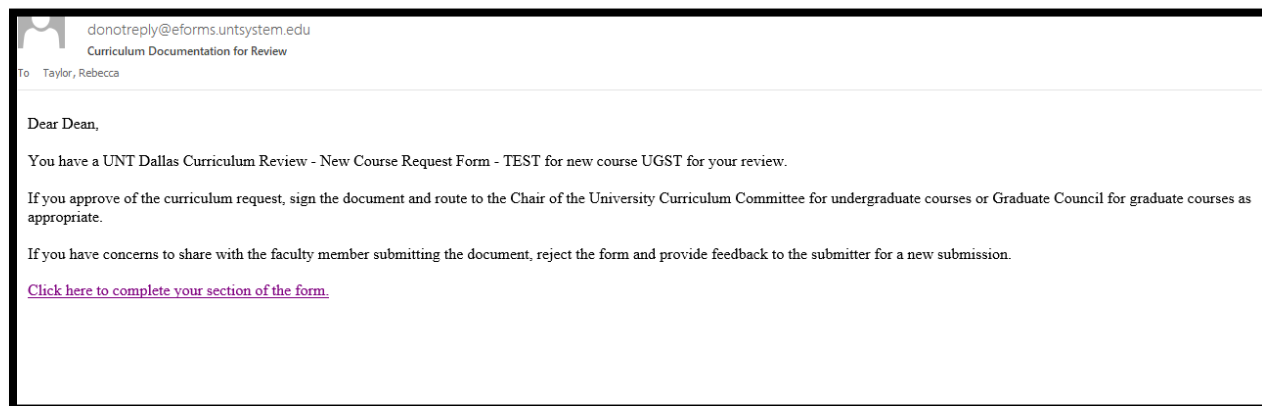
If it is a resubmission, the committee with the recommended edits is marked. If the School Committee is not the level of resubmission, approve quickly and allow the document to route through without committee review.

ROLE OF THE DEAN REVIEW

Review of Request Forms

For each form submitted for review, the Dean will get an email like this:

Screen Shot 31



1. The Dean can click on **Click here to complete your section of the form** in Screen Shot 31 to review the form....
- Or

Queue Access

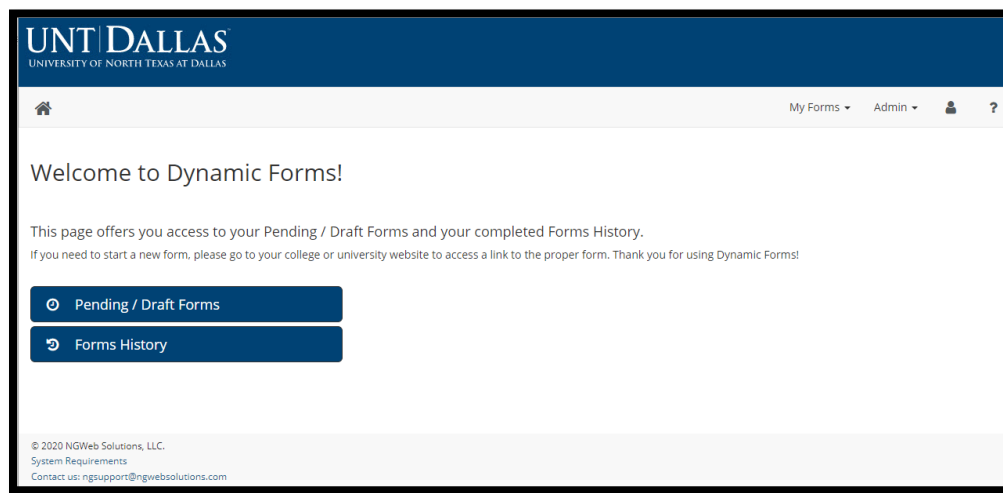
1. If the Dean has multiple items to review at once and wants to see a queue, follow these directions to get into Dynamic Forms to access your queue to review documents:

Log-In to Dynamic Forms:

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=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).

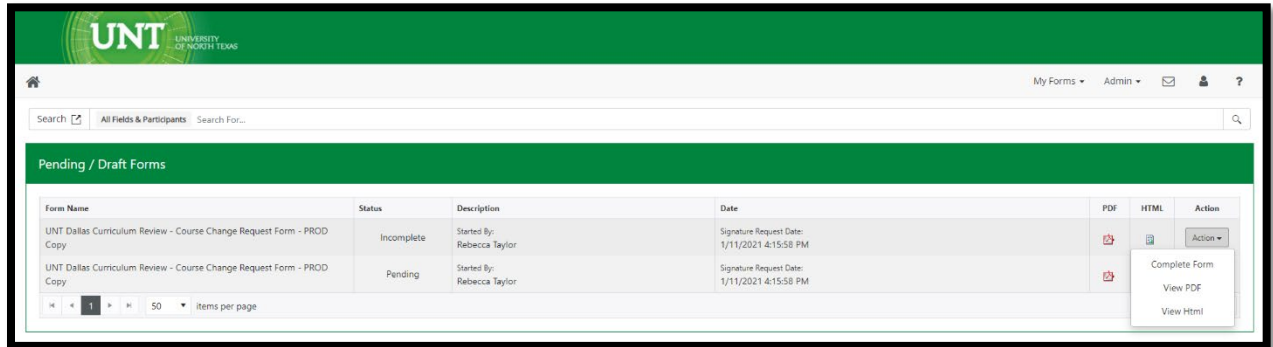
Screen Shot 32



Click on **Pending/Draft Forms**.

Your queue will look something like this:

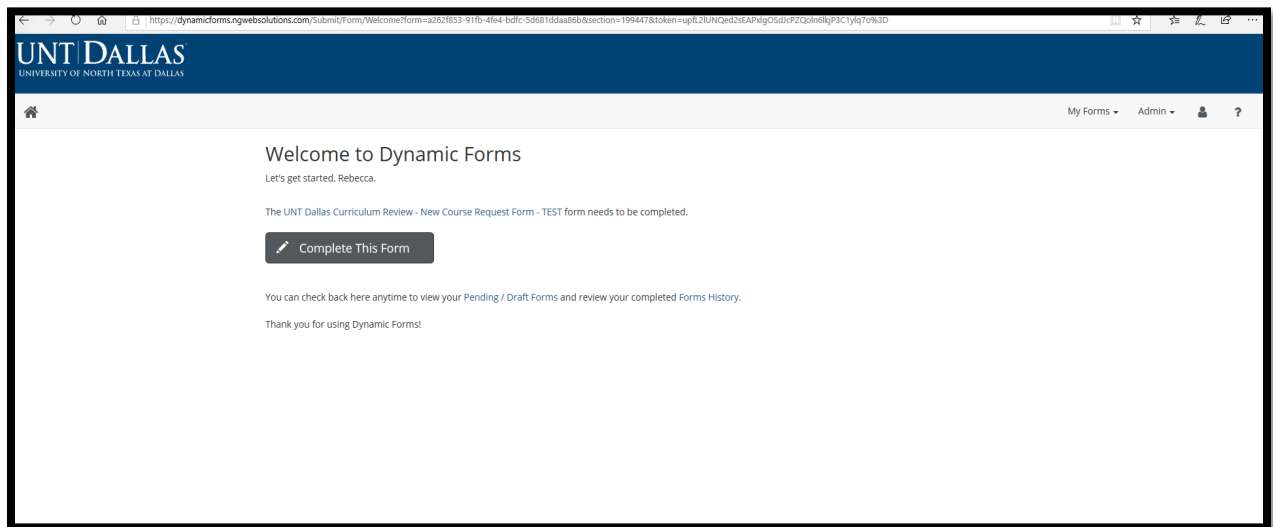
Screen Shot 33



2. Anything marked **Incomplete** needs review and approval. (**Pending** forms are forms that you have previously reviewed and routed on, but are still active in the workflow process at another level).

Click on **Action** and select **Complete Form** from the drop down menu in the queue.

Screen Shot 34



3. Click on **Complete the Form** to enter the routable Request Form.

Screen Shot 35

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?

- Be sure to review the form and any embedded attached documents (see below).

Screen Shot 36

Is this course intended to be reviewed to as a part of the Core Curriculum? * ☐ Yes ☒ No

Is this course to be included in an existing or new program in an area other than simple program electives? (e.g., any level PSYC or PSYC advanced level) * ☐ Yes ☒ No

Syllabus

If yes, be sure to submit the Adding a Course to the Core Curriculum Form to the Core Curriculum Committee. They will review the proposal once the University Curriculum Committee has reviewed and approved the course request.

If yes, this request should be accompanied with a Change in Existing Academic Program Request.

Upload a copy of Program Change Submission for reference.
Choose File | No file chosen

Files over 25 MB will not be accepted.

Upload Syllabus *[EL_Flyer.docx](#)

New course requests must be accompanied by a syllabus that includes the course learning outcomes and evaluation methods. This information is imperative for the committees to review the course properly.

Click on those live links to open the document. There may be several documents depending on the type of Request form.

Screen Shot 37

APPROVALS

Program Coordinator

Rebecca Saylor
Signature Date 08/03/2020, 2:30 PM

School Curriculum Committee

Dawn Remmers
Signature Date 08/03/2020, 2:45 PM

Dean

(click to sign)
Signature Date

University Committee (SC or UCC)

Signature Date

Save Progress | Submit Form

5. Scroll down to the Approvals section and click the shaded pink area.

Screen Shot 38

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 coreqs 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 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 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](#)

APPROVALS

Signature	Date
Rebecca Taylor	09/03/2020, 2:30 PM
School Curriculum Committee	
Dawn Lemmers	09/03/2020, 2:45 PM
Dean	
University Committee (GC or UCC)	

Save Progress Submit Form

6. Enter your name and click **Sign Electronically**. Do not click **Opt out and print** as it will disrupt the workflow.

Screen Shot 39

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 coreqs 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 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 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

Signature	Date
Rebecca Taylor	09/03/2020, 2:30 PM
School Curriculum Committee	
Dawn Lemmers	09/03/2020, 2:45 PM
Dean	
Rebecca Taylor	09/03/2020, 1:53 PM
University Committee (GC or UCC)	

Save Progress Submit Form

7. Click **Submit Form**.

Screen Shot 40

The screenshot shows a web form with a modal dialog box titled "Confirm form submission". The dialog box contains the text "Please sign the form to verify your approval." and two buttons: "No, go back" and "Yes". The background form is partially visible and includes sections for "Resources that exist and that are needed for this new course", "CONSULTATION WITH OTHERS", and "APPROVALS".

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 certify that a careful analysis has been made of the Course Listing of the Catalog in other departments and no duplication of courses exists.

Department	Contact	When Consulted
Retention Committee	DRR	August 2020

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

APPROVALS

Signature	Date
Rebecca Taylor	09/03/2020, 2:30 PM
School Curriculum Committee	
Dawn Kemmers	09/03/2020, 2:45 PM
Dean	
Rebecca Taylor	09/03/2020, 1:53 PM
University Committee (GC or UCC)	

Buttons: Save Progress, Submit Form

8. Click **YES**.

Screen Shot 41

The screenshot shows a form titled "Stop form processing". It contains the text: "At this point, you may end the routing for this curriculum request. Should you end the form, please share your feedback with the faculty member submitting the request so that he/she may consider the feedback and resubmit if needed."

Do you wish to end the routing for this form now?

☐ Yes

☒ No

Buttons: Previous, Next

9. **DECISION POINT - APPROVED:** If the document has been approved as is, maintain the **NO** and click **NEXT** and the form will route to the next committee.

DECISION POINT - NOT APPROVED: If the committee has issues that need to be addressed in edits before the document can move forward to the next committee, Click **YES** and click **NEXT**. This will STOP the form from proceeding through the process and END the routing.

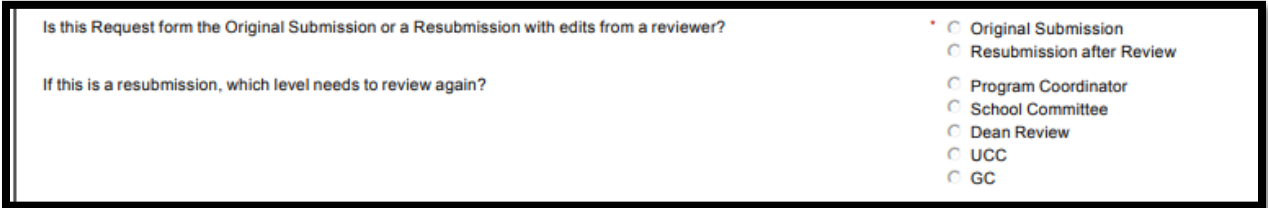
In the case of a “Not Approved” Request Form, **the Dean will need to email the Originator of the form to explain in detail the issues that need to be addressed to improve or correct the Request form.**

The Originator will then have to complete the form again for Resubmission and send it back through for review and approvals.

Review of Resubmissions

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

Screen Shot 42



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

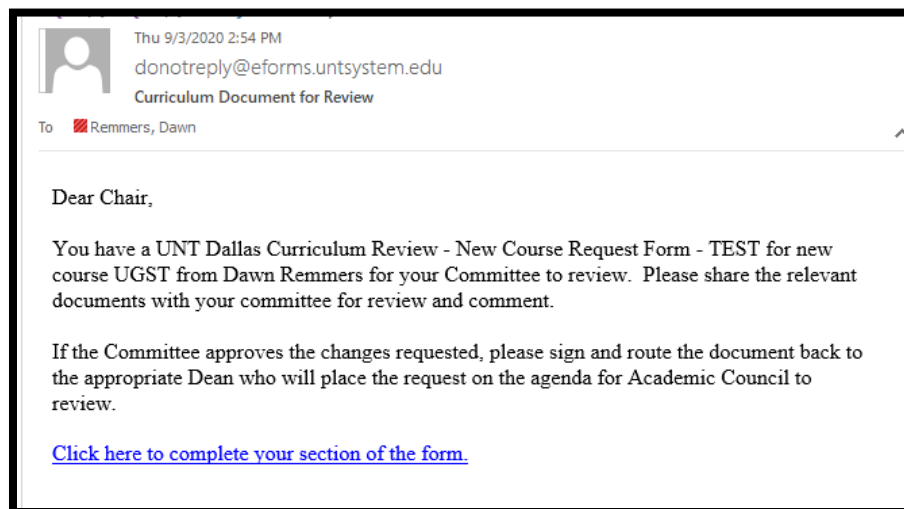
If it is a resubmission, the committee with the recommended edits is marked. If the Dean is not the level of resubmission, approve quickly and allow the document to route through without committee review.

ROLE OF THE UNIVERSITY COMMITTEE

Review of Request Forms

For each form submitted for review, the Chair will get an email like this:

Screen Shot 43



1. The Chair can click on **Click here to complete your section of the form** in Screen Shot 43 to review the form....
- Or

Queue Access

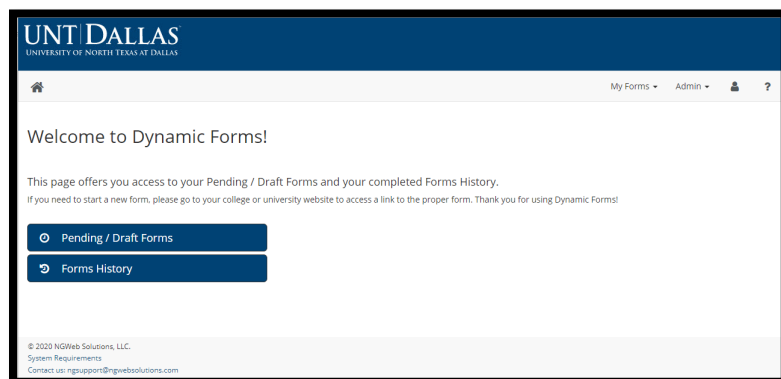
1. If the Chair has multiple items to review at once and wants to see the queue, follow these directions to get into Dynamic Forms to access your queue to review documents:

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).

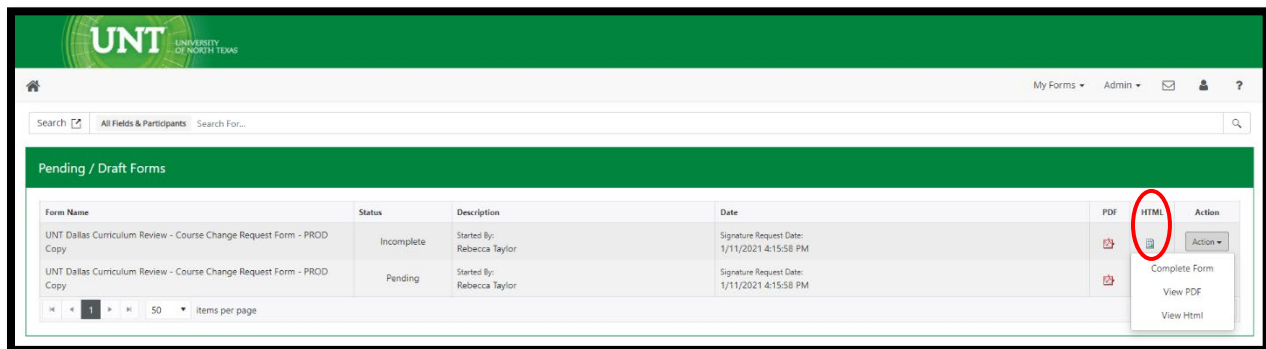
Screen Shot 44



Click on **Pending/Draft Forms**.

Your queue will look something like this:

Screen Shot 45



- The Chair of a university committee will need to download copies of the forms and attached documents requiring committee review. New documents will show up with **Incomplete** in the status column. (**Pending** forms are forms that you have previously reviewed and routed on, but are still active in the workflow process at another level).

Click on the HTML icon on the row for that Request form (see Screen Shot 45) to download a copy of the form and all of the embedded attachments that may be attached to a given submission (see Screen Shot 46):

Screen Shot 46

Is this course intended to be reviewed to as a part of the Core Curriculum? ☐ Yes ☒ No

Is this course to be included in an existing or new program in an area other than simple program electives? (e.g., any level PSYC or PSYC advanced level) ☐ Yes ☒ No

Syllabus

If yes, be sure to submit the Adding a Course to the Core Curriculum Form to the Core Curriculum Committee. They will review the proposal once the University Curriculum Committee has reviewed and approved the course request.

If yes, this request should be accompanied with a Change in Existing Academic Program Request.

Upload a copy of Program Change Submission for reference.

Choose File No file chosen

Files over 25 MB will not be accepted.

Upload Syllabus *EL_Flyer.docx

Click on the live links in the Request form to open the document and download so that the materials can be shared with the committee for review. There may be several documents depending on the type of Request form.

- After the Committee has reviewed a request, enter the queue (second part of step 1) and click on **Action** and then select **Complete Form** from the drop down menu to enter the routable form.

Screen Shot 47

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?

Scroll to the Approval section of the document.

Screen Shot 48

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 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

Signature	Date
Rebecca Taylor	09/03/2020, 2:30 PM
Dawn Remmers	09/03/2020, 2:45 PM
Rebecca Taylor	09/03/2020, 2:53 PM
(click to sign)	

Save Progress Submit Form

4. Click on the pink shaded area.

Screen Shot 49

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 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

Signature	Date
Rebecca Taylor	09/03/2020, 2:30 PM
Dawn Remmers	09/03/2020, 2:45 PM
Rebecca Taylor	09/03/2020, 2:53 PM
(click to sign)	

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

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

5. Enter your name and click on **Sign Electronically**. Do not click on **Opt out and print** to avoid disrupting the workflow.

Screen Shot 50

APPROVALS

Program Coordinator

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

School Curriculum Committee

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

Dean

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

University Committee (GC or UCC)

Signature: Dawn Kemmers Date: 09/03/2020, 1:58 PM

Save Progress Submit Form

6. Click **Submit Form**.

Screen Shot 51

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 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, 2:53 PM

School Curriculum Committee

Signature: Dawn Kemmers Date: 09/03/2020, 1:58 PM

Dean

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

University Committee (GC or UCC)

Signature: Dawn Kemmers Date: 09/03/2020, 1:58 PM

Save Progress Submit Form

Confirm form submission

Please sign the form to verify your approval.

No, go back Yes

7. Click **YES**.

Screen Shot 52

Stop form processing

At this point, you may end the routing for this curriculum request. Should you end the form, please share your feedback with the faculty member submitting the request so that he/she may consider the feedback and resubmit if needed.

Do you wish to end the routing for this form now?

☐ Yes

☒ No

Previous Next

8. **DECISION POINT - APPROVED:** If the document has been approved as is, maintain the **NO** and click **NEXT**, and the form will route to the next committee.

DECISION POINT - NOT APPROVED: If the committee has issues that need to be addressed in edits before the document can move forward to the next committee, Click **YES** and click **NEXT**. This will STOP the form from proceeding through the process and END the routing.

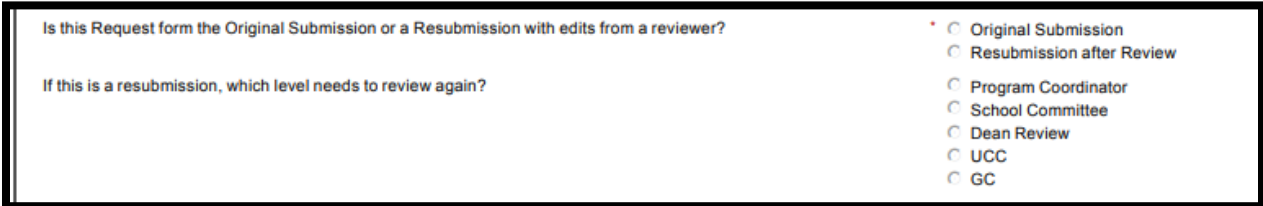
In the case of a “Not Approved” Request Form, **the Chair of the committee will need to email the Originator of the form to explain in detail the issues that need to be addressed to improve or correct the Request form.**

The Originator will then have to complete the form again for Resubmission and send it back through for review and approvals.

Review of Resubmissions

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

Screen Shot 53



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?

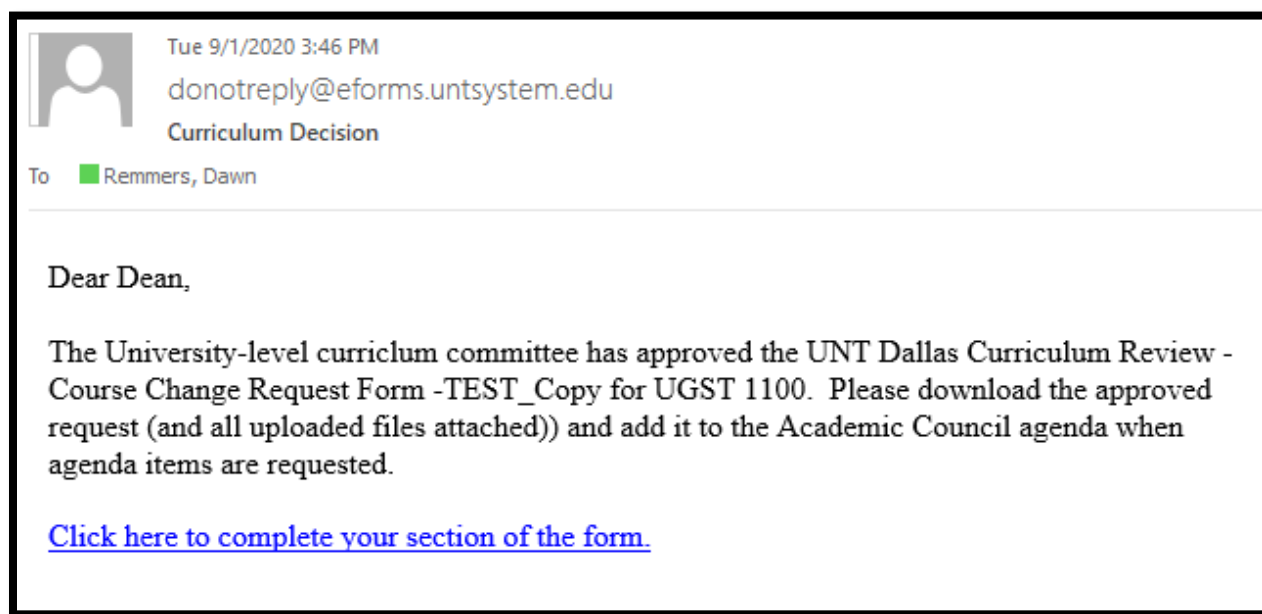
- ☒ Original Submission
- ☐ Resubmission after Review
- ☐ Program Coordinator
- ☐ School Committee
- ☐ Dean Review
- ☐ UCC
- ☐ GC

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

ROLE OF THE DEAN AFTER UNIVERSITY COMMITTEE

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

Screen Shot 54



Queue Access

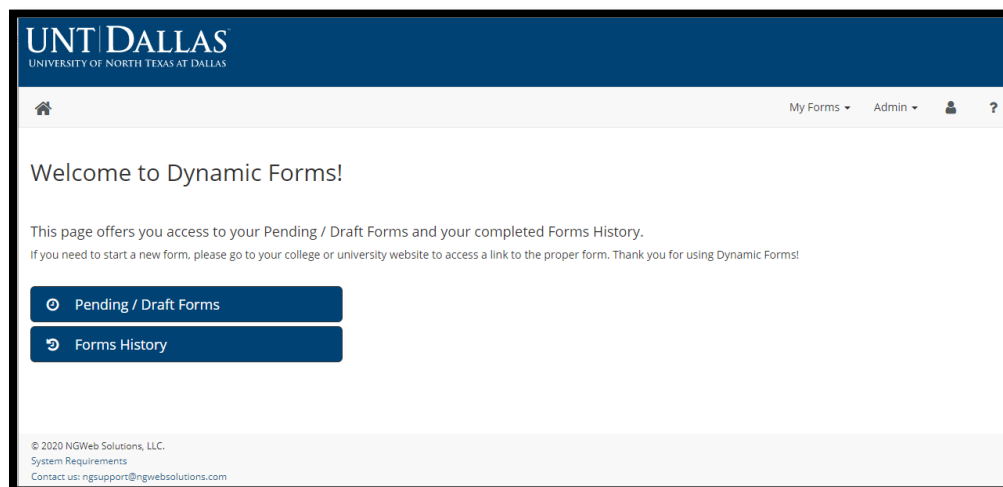
1. Log into the queue in Dynamic Forms.

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).

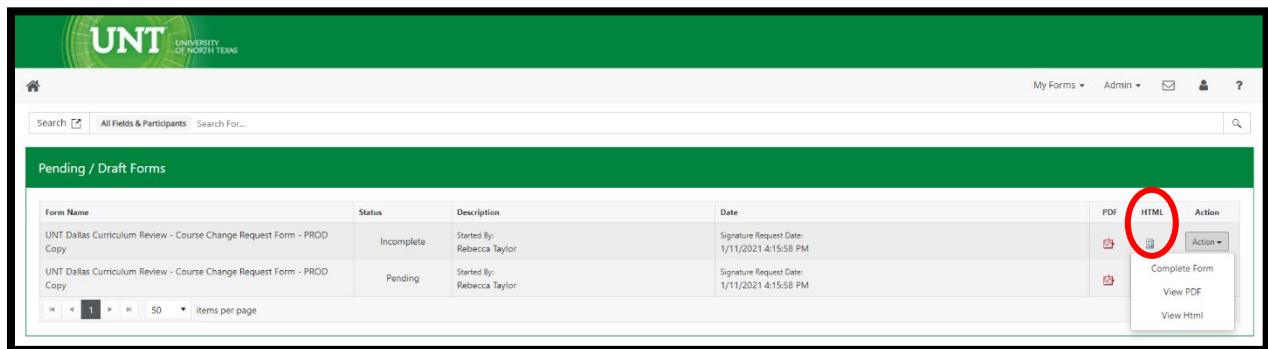
Screen Shot 55



Click on **Pending/Draft Forms**.

The queue will look something like this:

Screen Shot 56



Anything marked **Incomplete** needs your attention. (**Pending** forms are forms that you have previously reviewed and routed on, but are still active in the workflow process at another level).

2. You will need to download copies of the forms and attachments to place on the next Academic Council agenda.
3. Click on the HTML icon on the row for that Request form (see Screen Shot 56) and download a copy of the form and all of the embedded attachments that may be attached to a given submission (see Screen Shot 57):

Screen Shot 57

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.

4. 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 58

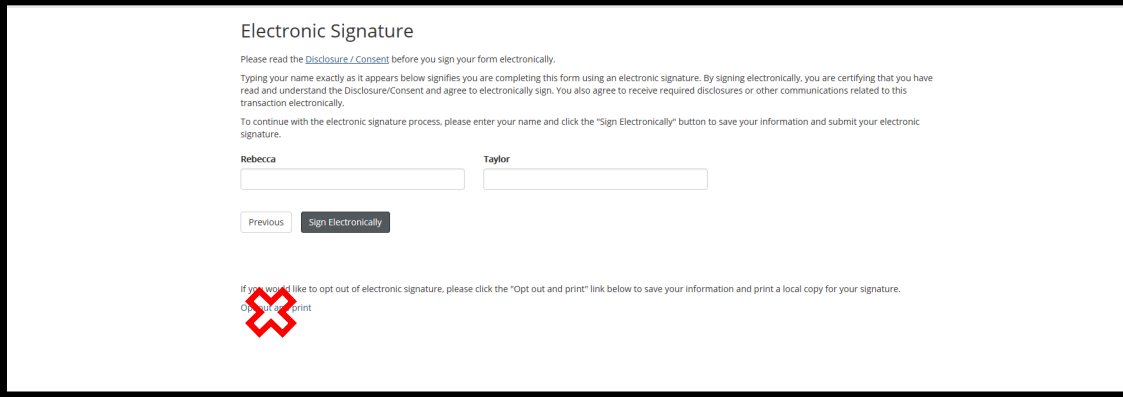
The screenshot shows a web-based form for a New Course Request. The top section is titled 'CONSULTATION WITH OTHERS' and includes a text area for 'Resources that exist and that are needed for this new course (e.g., new faculty, equipment, library or computer lab resources, etc.)'. Below this is a table for 'CONSULTATION WITH OTHERS' with columns for 'Department', 'Contact', and 'When Consulted'. The table has three rows, with the first row filled in: 'Retention Committee', 'DRR', and 'August 2020'. Below the table is a link to 'WellConnect faculty handbook.pdf'. The bottom section is titled 'APPROVALS' and includes a table for signatures and dates. The table has four rows, with the first two rows filled in: 'Rebecca Saylor' (Signature) and '08/03/2020, 2:30 PM' (Date) for the 'Program Coordinator'; 'Dawn Lemmers' (Signature) and '08/03/2020, 2:45 PM' (Date) for the 'School Curriculum Committee'; 'Rebecca Saylor' (Signature) and '08/03/2020, 2:53 PM' (Date) for the 'Dean'; and 'Dawn Lemmers' (Signature) and '08/03/2020, 2:58 PM' (Date) for the 'University Committee (OC or UCC)'. At the bottom of the form are 'Save Progress' and 'Next' buttons.

Department	Contact	When Consulted
Retention Committee	DRR	August 2020

Signature	Date
Rebecca Saylor	08/03/2020, 2:30 PM
Dawn Lemmers	08/03/2020, 2:45 PM
Rebecca Saylor	08/03/2020, 2:53 PM
Dawn Lemmers	08/03/2020, 2:58 PM

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

Screen Shot 59



The screenshot shows a web form titled "Electronic Signature". It contains instructions for signing electronically, including a link to "Disclosure / Consent". Below the instructions are two input fields labeled "Rebecca" and "Taylor". There are two buttons: "Previous" and "Sign Electronically". At the bottom, there is a link for "Opt out and print" which is crossed out with a large red X.

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

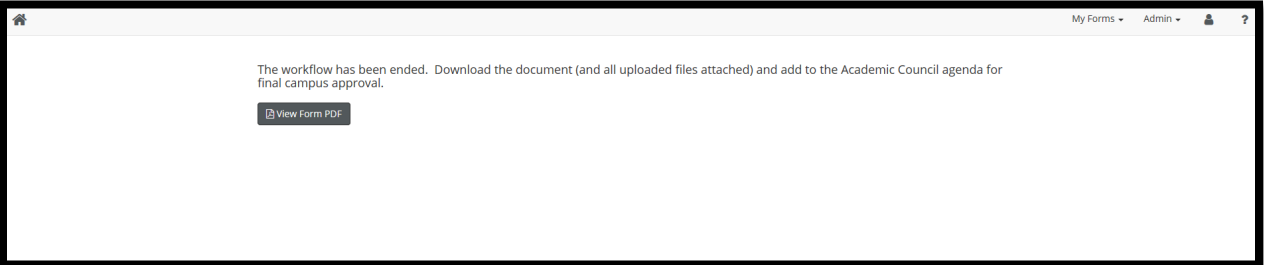
Taylor

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](#)

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

Screen Shot 60



The screenshot shows a web page with a message indicating the workflow has ended. It instructs the user to download the document and add it to the Academic Council agenda for final campus approval. There is a button labeled "View Form PDF".

The workflow has been ended. Download the document (and all uploaded files attached) and add to the Academic Council agenda for final campus approval.

This is the end of this document in the workflow. It will allow the document to move out of all of the approvers' queues and into the History folder when this step is completed.

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

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.

The screenshot shows the top of the form with the UNT Dallas logo and a title bar. Below the title bar is a section titled "DECLARATION OF INTENT TO PROPOSE A NEW ACADEMIC PROGRAM" with explanatory text. At the bottom is a "GENERAL SUBMISSION INFORMATION" section with input fields for Schools, Department/Program, Point of Contact, and UNTD Email. A legend in the top right corner indicates that an asterisk (*) denotes a 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

* = required field

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.

A rectangular box containing two buttons: "Save Progress" and "Submit Form".

Save Progress Submit Form

4. Click YES

A dialog box titled "Confirm form submission" with a close button (X) in the top right corner. The text inside says "Please sign the form to verify your approval." At the bottom are two buttons: "No, go back" and "Yes".

Confirm form submission [X]

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.