**Semester Credit Hours (SCH) Change Form**

Note: Required attachments & approvals for request are listed below.

Institution: *The University of Texas at Dallas*

Degree Level:

Degree Code Abbreviation (e.g. MA):

Degree Designation Description *(e.g. Master of Arts):*

Degree Program Title (e.g. Psychology):

Degree Program CIP Code[[1]](#footnote-2):

CIP Code Name:

Administrative Unit Name [e.g., School or Department Name] & Number [OISDS will provide the THECB number]:

Proposed effective date of change:

*If “funding change” or “other” request*

Does the proposed change affect a doctoral or professional degree program that was approved by the Board at a THECB quarterly meeting after September 1, 2023? [ ]  Yes [ ]  No

**Required Contact Info and Approvals for Request**

* Submitter Contact: Dr. Serenity Rose King, serenity.king@utdallas.edu, *972-883-6749*
* Proposal Contact’s *name, email, phone*:
* CAO/Designee Approval Contact: Dr. Inga H. Musselman, Inga.Musselman@utdallas.edu*, 972-883-2271*

Note: The submitter will certify that all appropriate approvals have been collected, and the submitter contact and proposal contact and will receive a copy of the proposal upon submission.

Additional Fields for SCH Changes

Current Program SCH:

Proposed new required program SCH:

***If Request Type = SCH Increase – Accreditation or Licensure Reason***

Please provide a summary of the changes in requirements from an accreditation agency or licensing body that require a SCH increase.

***If request type = Semester Credit Hour (SCH) Increase – Other Reason***

Please provide a summary of the compelling academic reason(s) for an increase in SCH.

***If request type = SCH Decrease***

Will the SCH decrease bring total SCH required for the degree below the required SCH for the degree level?

[ ] Yes

[ ]  No

1. The Office of Institutional Success and Decision Support (OISDS) staff will assist the school/program faculty to assign the CIP code. [↑](#footnote-ref-2)