**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](mailto: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](mailto: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)