



ACADEMIC PROGRAM CHANGE PROPOSAL

DATE: _____

TYPE OF TRANSACTION:

- ___ A. Change in Existing Program
___ B. New Program
___ C. Deletion

On a separate page or pages, indicate which program change applies to the proposal and address the questions listed in the designated section (A, B, or C). Attach this document as a cover sheet.

A. PROGRAM CHANGE

- 1. Which program is being replaced/changed?
2. What is the purpose of the proposed change?
3. Are special facilities or equipment required?
4. Will additions or other changes in personnel be required?
5. What budgetary changes will result?
6. How will the change improve the offering of the department/college?
7. Is change to be temporary _____ or permanent _____?
8. If temporary, what is expected duration?
9. When is change to take effect?
10. Is this program to be offered jointly with other departments/colleges?
11. Do similar programs exist in another department/college?
12. What will be the effect on students and enrollment?

B. NEW PROGRAM

- 1. Name of program
2. What is the primary level and primary purpose of the program?
3. What are the specific skills or learning outcomes that will be covered in the program?
4. Where will the skills and learning outcomes occur in the curriculum? Provide a matrix showing outcomes in the program and how outcomes will be assessed.
5. How will this program be different from existing programs?
6. Are special facilities or equipment required?
7. Will additions or other changes in personnel be required?
8. What budgetary changes will result?
9. How will new program improve the offering of the dept./college?
10. Will new program be temporary _____ or permanent _____?
11. If temporary, what is expected duration?
12. Is this program to be offered jointly with another dept./college?
13. Do similar programs exist in another dept./college?
14. What is expected enrollment?
15. Demonstrate student demand for program change?
16. Comparative advantage with other institutes?

C. PROGRAM DELETION

- 1. Reason for deletion of program.
2. Will personnel be assigned alternative duties in existing programs?
3. Which other depts./college (if any) are affected by this deletion?
4. What is effective date of deletion?

APPROVAL:

DEPARTMENT CURRICULUM COMMITTEE/CHAIR

PROVOST

COLLEGE OF CURRICULUM COMMITTEE

PRESIDENT

COLLEGE DEAN

BOARD OF TRUSTEES

DATE: _____