Transmittal of Changes in Academic Programs

Please complete this form to inform the Provost’s Office of changes in academic programs, including those that require approval by the Board of Trustees.

I. Attach a brief description of the changes to be implemented, noting any implications for accreditation. Also attach documentation in support of the proposal, including recommendations of the Boards of Graduate or Undergraduate Studies, as appropriate.

II. Check box below if this proposal requires action by the Board of Trustees (e.g., the addition or elimination of an academic program; a change in the name of a degree; change in, or addition of, a site at which a program is offered). Upon final approval, the Provost’s Office will forward copies to appropriate administrative offices.

☐ Change requires action by Board of Trustees

III. The Dean of the School/College certifies that all processes internal to the School/College have been met and the Dean supports the proposed change.

__________________________________  _____________________
Dean’s Signature      Date

IV. Provost

__________________________________  ______________________
Provost’s Signature     Date

V. Board of Trustees Action (if required)

Action taken _________________________________________________________

Date ________________________

(For Provost’s Office use)
Copies sent to: