

Program Change Report

(GAAC or UAAC here)

Please submit this form, along with the proposal that was submitted and approved by the appropriate College, School or Center to the AVP for (Graduate or Undergraduate) Education. A (GAAC or UAAC) subcommittee will make the final determination as to whether the changes constitute substantial change and require a formal procedural review by (GAAC or UAAC).

College, School or Center	
Department	
Program	
Primary Contact Person	

<p>1. Please summarize the nature of the changes being made (e.g. name change for program; changes in the number of hours required; new concentration, emphasis or track based on existing courses; changes in admission requirements; new process for degree completion; new concentration requiring additional resources; etc.; etc.).</p>

<p>2. For curricular changes, please list the current and proposed course(s), in sequential order. In other words, if students must take courses in a pre-defined order, list the courses in that manner. Add additional lines where needed.</p>	
Current Courses	Proposed Courses

<p>3. Does the above described program change require any new or additional resources in order to implement the change?</p>	
No <input type="radio"/>	
Yes <input type="radio"/>	If yes, please identify and describe the source for these resources.

<p>4. Have the above described program changes been approved, via established procedures, at the College, School or Center level? Please attach a complete copy of the proposal that was approved by the College, School or Center</p>	
No <input type="radio"/>	If No, please explain why not:
Yes <input type="radio"/>	If Yes, please provide date:

<p>5. Do the above described program changes constitute substantial change, based on the following definition, as exemplified in the list provided below:</p>	
No <input type="radio"/>	If NO, please provide rationale.
Yes <input type="radio"/>	

	Date		Date
Department Chair or Program Director		Dean or Director	

Disposition by (GAAC or UAAC) Committee.	
Requires full review and vote by committee <input type="radio"/>	Present to committee as information <input type="radio"/>

Rationale for Proposed Form

This form follows the IRB model for protocol submissions. In this model, there are two forms for the protocol submission based on criteria of perceived level of risk. IRB then reviews the submission in order to determine whether the protocol does, in fact, fit its categories for expedited or full IRB board review. While the IRB has set standards for each type of proposal, there is a “fudge” factor centering on the question of whether there is truly minimal risk.

The example here centers on the concept of “substantial change.” A program or department would submit their proposal, answering the questions regarding the nature of the changes, and the Office of (Graduate or Undergraduate) Education would make the final determination as to whether the proposal is just for informational purposes or required a full committee review and vote. The signatures would only be on the initial submission. Such proposals would not have to be sent back to colleges or departments for re-approval. The AVP for (Graduate or Undergraduate) Education can make a determination based on presented information about the nature of the proposed changes.

EXAMPLES of CHANGE

Substantial Change

- More than 30% of major courses or credit hours in a program are changed
- A new concentration that requires additional courses and/or resources (faculty, assistantships, labs, etc.)
- New requirements for degree completion
- Creating an online or hybrid degree option
- Etc.

Non-Substantial Change

- Program name change
- New concentration from existing courses
- Less than 30% of changes in the curriculum, courses or credit hours
- Re-sequencing of existing courses
- Minor changes in admission requirements
- Elimination of a concentration or major.
- Etc.

Add links for Federal Education Guidelines

Such a process can, in fact, work both ways. Program might submit a program change that they feel is minimal, but the review process indicates that it is more than minimal (thus requiring full review and vote). A program might submit a change that they view as substantial and the review process finds it to be only minimal (thus requiring it be submitted for informational purposes only – with information going to the appropriate sources like catalog, registrar, etc.).

By creating this form and having it available two weeks before any meeting, the committee can have a standardized manner in which information is presented.