

Program Modification Form Checklist

The sections listed below are required on the program modification form. Please review the proposal and check off each section to indicate that each section has been completed and include the completed checklist as the cover page for the proposal. If you have any questions regarding this checklist and/or form, please contact the Office of Academic Programs.

Proposed effective term (i.e., fall 2021)

Include current program information in section #1.

Complete proposed changes

- a. Select all that apply and complete/attach ALL relevant information

Evidence of consultation with the following (as appropriate)

- a. Affected departments/programs
- b. USLOAC
- c. Library
- d. IT
- e. College Dean: Include [dean's impact statement](#) as an attachment.
- f. Department Chair: Include [department chair/program coordinator's s impact statement](#) for any included course proposals part of the program proposal. Note: A dean's impact statement may be submitted in place of the chair's impact statement, and must be attached to ALL proposals.

Campus-wide sharing (Curriculum Register) synopsis

- a. Include summary of changes and a summary of the rationale to be published in the Curriculum Register for campus-wide sharing



Proposer Name:

Email:

Date:

College:

Dept.:

Ext.:

Proposed Effective Date:

1. **Current Program:** Identify the following information.

Full & Exact Degree Designation & Title:

Graduate	Undergraduate	State Support	Self-Support
Fully Face-to-face	Fully Online	Hybrid	
		% Face-to-face:	% Online:

Program Name:

Program Type: Please note, if Major is selected, the proposed changes will apply to ALL underlying options/concentrations/emphases.

Major	Minor	Concentration/Option/Emphasis
Credential	Certificate	

2. **PROPOSED CHANGES:** Check all changes that apply and provide the relevant information.

Change degree designation:

i. Provide a brief rationale for change in degree designation below:

- ii. Attach revised Catalog Copy using track changes. Please contact your college’s assigned catalog editor for a Word version of your current catalog copy.
- iii. Attach [assessment plan](#) and [curriculum map](#). Include current program assessment plan and curriculum map for comparison with proposed changes.

Title Change

- i. List proposed title changes for each degree program, minor, certificate, and/or concentrations/emphases/options below.

Current Title:

Proposed Title:

- ii. Provide a brief rationale for change in title(s) below:

- iii. Attach revised Catalog Copy using track changes. Please contact your college's assigned catalog editor for a Word version of your current catalog copy.

Course Changes: Include [department chair impact statement](#) with course proposals

- i. If adding new course(s) or proposing course modification(s) related to a change in units, attach [New Course](#) form and/or [Course Modification](#) form.
- ii. If adding an existing course or courses that have already been approved, include the course subject, course number, course title, and course description as listed in the catalog for each course.

iii. List ALL courses, existing and proposed (new and/or modifications), proposed to be added to the degree program below. Include course subject, course number, course title for each course.

iv. If deleting/removing a course or courses, list the course subject, course number, and course title for each course to be removed.

v. Provide a brief rationale explaining the need for the course change(s) below:

- vi. Attach revised Catalog Copy using track changes. Please contact your college's assigned catalog editor for a Word version of your current catalog copy.
- vii. If the course change(s) result in a unit change, include revised unit count using [template](#).
- viii. Attach [assessment plan](#) and [curriculum map](#). Include current program assessment plan and curriculum map for comparison with proposed changes.
- ix. Attach revised 4-year and 2-year Roadmap for undergraduate programs using [template](#).
- x. Identify how the program will accommodate currently enrolled students.
- xi. Attach evidence of consultation with affected departments, including those offering prerequisites for courses being added. [Item to be addressed on page 7]

Restructuring/ changing program requirements without adding or removing a course:

- i. Describe briefly changes to be made to program requirements

ii. Provide rationale explaining the need for restructuring/changing the program requirements below:

- iii. Attach revised Catalog Copy using track changes. Please contact your college's assigned catalog editor for a Word version of your current catalog copy.
- iv. Attach revised unit count using [template](#).
- v. Attach revised roadmap(s) as appropriate using [template](#).
- vi. Attach description of how current students will be accommodated students enrolled in current program.
- vii. Attach evidence of consultation with affected departments. [Item to be addressed on page 7]

Changing Culminating Experience

- i. Explain changes to be made to the culminating experience.

ii. Provide a brief rationale explaining the need for restructuring/changing the culminating experience.

iii. Attach teach-out plan for students enrolled in current program.

iv. Attach revised Catalog Copy using track changes. Please contact your college's assigned catalog editor for a Word version of your current catalog copy.

3. Does this proposal affect another department(s)

If yes:

i. List affected department(s)

ii. Attach evidence of consultation with affected departments.

4. Attach dean's impact statement.

i. Reference the dean's impact statement [checklist](#).

- 5. Curriculum Register Synopsis:** Include summary of changes and a summary of the rationale to be published in the Curriculum Register for campus-wide sharing

1.		
Faculty Proposer (Print)	Signature	Date
2.		
Department Chair/Program Coordinator (Print) List names of department faculty who approved this proposal. (Note: The number of names listed must constitute a simple majority of voting faculty members in the department.)	Signature	Date
3.		
Dept. Curriculum Com. Chair/Faculty Designee (Print)	Signature	Date
4.		
College Curriculum Committee Chair (Print)	Signature	Date
5.		
University Curriculum Committee Chair (Print)	Signature	Date
6.		
VPAA/Designee (Print)	Signature	Date