



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-08-04</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Curriculum: Program Changes</p>	
<p>RELATED POLICIES:</p> <p>Curriculum: Program Changes Curriculum: Institutional Syllabi Catalog / Program Changes</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

## Program Changes – Undergraduate Programs

### I. POLICY:

Program changes must be approved first at the level of the academic department, and then by the campus Curriculum Review Committee (CRC). Proposals must be submitted using the designated program change forms and must be accompanied by updated degree plans for each program or emphasis submitted. If new courses are included as part of the proposal, a course change form for each new course must also accompany the proposal (see New Course Approval policy). A rationale addressing how the program changes address student learning outcomes, and the role and mission of the college must accompany the program change form.

Program change forms must be submitted to the CRC by November 1 for an effective date the subsequent fall semester. The Office of the Provost must approve submissions after this date. Some program changes may require BOT and/or CCHE approval. The Provost will inform departments when this applies to their proposed changes.

### II. PURPOSE:

The purpose of this policy is to specify the procedures required for the approval of program changes.

### III. DEFINITIONS:

- A. Academic Council: The Academic Council is comprised of the Department Chairs from each of the academic areas, the Director of the Graduate School, and the Provost. The Academic Council meets periodically to advise the CAO on academic policy and discuss issues related to academics.
- B. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Provost.
- C. Board of Trustees (BOT): The state appointed body that oversees the governance of Adams State College.
- D. CCHE: Colorado Commission on Higher Education. The state regulatory body for post-secondary education.
- E. Course Change Form: A form that describes a proposed course, or a changes to be made to an existing course. The course change form will minimally identify the following: course prefix and number, course title, CIP code, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.
- F. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

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- G. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- H. Institutional Syllabus: The general college outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors' course specific syllabus.
- I. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.
- J. Provost's Office: The Office housing the Provost, and overseeing all campus operations, including academics.

IV. PROCEDURES:

- A. The academic department will determine if any changes should be made to existing programs in their department.
- B. The department chair will coordinate the development of proposals and ensure that the appropriate procedures are followed.
- C. A program change form will be submitted for each program in which changes are to be made. The program change form will minimally identify the following: Name of degree track, responsible department, summary of proposed action (indicating the programs' degree requirement), justification of proposed action, and term in which the proposed program change will take effect.
- D. The program change form will be accompanied by an updated degree plan.
- E. Program change forms are to be submitted to the Office of the Provost, by which they will be forwarded to the members of the CRC.
- F. The CRC will meet on a regular basis throughout the fall semester to review program changes. The committee will ensure that program change form includes all required components, and that the rationale justifies the need for the changes to the program.
- G. The CRC will coordinate with department chairs if clarification or modification of proposals is required in order for the committee's approval.
- H. The CRC chair will notify the Office of the Provost of all program changes that have been approved by the committee.
- I. After approval by the CRC, the Academic Council will review all actions and endorse the CRC's recommendations, or make recommendations for changes. Areas of disagreement will be discussed until resolution is reached. Areas of agreement will be considered approved at the Academic Council level.
- J. The Provost, or designee, will coordinate with the department chair to ensure that, if necessary, the proposal is presented for approval by the BOT.
- K. The Provost will notify the department of the action taken by the BOT, if applicable.

V. RESPONSIBILITIES:

- A. The academic department chair is responsible for initiating program changes and submitting changes according to the prescribed procedures.
- B. The CRC is responsible for reviewing all program changes and making recommendation to the Academic Council and Provost.
- C. The Provost is responsible for seeking approval, when necessary from the Board of Trustees and the CCHE.

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D. The BOT and CCHE are responsible for approving new programs and ensuring that they meet ASC's role and mission.

E. The Provost's Office is responsible for entering all changes into Banner.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS: