Program Changes – Undergraduate Programs

I. POLICY:

Program changes must be approved first at the level of the academic department, in conjunction with the Vice President for Academic Affairs, 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 university must accompany the program change form.

Some program changes may require BOT and/or CCHE approval. The Vice President for Academic Affairs 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 Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Vice President for Academic Affairs.

B. Board of Trustees (BOT): The state appointed body that oversees the governance of Adams State University.

C. CCHE: Colorado Commission on Higher Education. The state regulatory body for post-secondary education.

D. Course Change Form: A form that describes a proposed course, or a change 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.

E. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

F. Department Chair (DC): The ASU faculty member that acts as the administrative head of an academic program.
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G. **Institutional Syllabus**: The general university outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors’ course specific syllabus.

H. **Vice President for Academic Affairs (VPAA)**: The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

I. **Office of Enrollment Management**: The Office housing the Senior Vice President for Enrollment Management/Program Development.

IV. **PROCEDURES**:

A. The academic department, in conjunction with the Vice President for Academic Affairs, 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 chair(s) of CRC, 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 Enrollment Management of all program changes that have been approved by the committee.

I. The Vice President for Academic Affairs, or designee, will coordinate with the department chair to ensure that, if necessary, the proposal is presented for approval by the BOT.

J. The Vice President for Academic Affairs 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 Vice President for Academic Affairs.

C. The Vice President for Academic Affairs is responsible for seeking approval, when necessary from the Board of Trustees and the CCHE.

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

E. The Office of Enrollment Management is responsible for entering all changes into Banner.
VI. **AUTHORITY:**

VII. **HISTORY:**

    Revised July 25, 2012
    Revised November 13, 2013

VIII. **ATTACHMENTS:**