**General Guidelines for
Proposals to Revise a Program**

* This form is used to revise an existing program, including: major, minor, associate degree program, and certificate program.
* All program revisions are **action items** on the UCC agenda.
* This form should be used when revisions comprise less than 50% of the program requirements.
* Depending on the nature and extent of the proposed revisions, submission of a CPE New Undergraduate Program form may be required. Contact the Associate Vice President for Planning and Program Development for guidance.
* If the proposed program revisions involve courses offered by another department/ unit, the head of that department/ unit must be informed so that appropriate scheduling decisions can be made.
* **Item 2** should present a bulleted summary list of the proposed program revisions (e.g., adding/ dropping required or elective courses to a program, modifying prerequisites, establishing or modifying admission requirements, changing catalog description, and/ or adding/ deleting concentrations).
* The current and proposed programs should be compared in **item 3**. A side-by-side table is required for most program changes showing the revised program on the right and identifying deletions by strike-through and additions in boldface.
* **Item 4** should describe the reasons for making each of the proposed program revisions. Specific justification for each revision, including supporting data if appropriate, should be cited. For example, is the revision necessary to meet certification guidelines from an accrediting agency? Do surveys of students, alumni or employers of alumni suggest a need to revise the program? Is the revision necessary to make the program consistent with programs at other institutions, such as benchmark schools? Is the revision necessary because of technological advances or changes in the availability of certain resources?
* **Item 5** should indicate the term when the proposed revisions go into effect. Program revisions are only implemented in fall terms.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Revise A Program**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of program:**

* 1. Current program reference number:
	2. Current program title:
	3. Credit hours:

**2. Identification of the proposed program changes:**

**3. Detailed program description:**

**(Side-by-side table is required for most program changes showing revised program on the right and identifying deletions by strike-through and additions in boldface.)**

**4. Rationale for the proposed program change:**

**5. Proposed term for implementation and special provisions (if applicable):**

**6. Dates of prior committee approvals:**

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| Department/ Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee  |  |
| Professional Education Council (if applicable) |  |
| Undergraduate Curriculum Committee  |  |
| University Senate |  |