

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	

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.).

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.	
Current Courses	Proposed Courses

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

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	
No "	If No, please explain why not:
Yes "	If Yes, please provide date:

5. Do the above described program changes constitute substantial change, based on the following definition, as exemplified in the list provided below:	
No "	If NO, please provide rationale.
Yes "	

	Date		Date
Department Chair or Program Director		Dean or Director	

Disposition by (GAAC or UAAC) Committee.	
Requires full review and vote by committee "	Present to committee as information "