**Guidelines for Making Substantive Changes to Academic Programs**

* Guiding Principle: Substantive curriculum changes should be submitted to DHEWD if

they require significant investment of university resources, may change the overall

direction of the program from its original intent, or if the changes may impact the

program’s accreditation. In general, this guiding principle should be the foundation for

decisions in cases where it is not immediately clear whether a change is or is not

considered a substantive curriculum change (i.e., in cases where the specific number of

new courses could be open to interpretation).

* In general, proposals to create four or more new core courses for a bachelor’s, master’s,

or doctoral degree should be submitted to DHEWD for approval as a substantive

curricular change.

* + This criterion is focused on the creation of new content within the program. This

does not include smaller changes, like the renaming or recoding of courses.

* + This applies to core coursework in the overall degree program (i.e., BS in Business Administration). It does not apply to coursework as part of an emphasis area/option (i.e., BS in Business Administration with an Emphasis in Finance). Only the addition of an entirely new emphasis area or the deletion of an existing area is submitted to DHEWD, through staff review. Changes to the name of an emphasis area are also processed through staff review. Changes to the coursework within an emphasis area need not be approved.
* The deletion of coursework and changes to general education requirements alone are

not considered substantive curriculum changes for the purposes of state requirements.

Of course, the deletion of a significant number of courses will likely coincide with the

creation of new courses.

**If you are making a substantive change to an academic program, as defined above, please complete the Substantive Curricular Change Form on the following pages.**

**SUBSTANTIVE CURRICULAR CHANGE FOR ROUTINE REVIEW**

***When finished, please save and email to*** ***umacademicaffairs@umsystem.edu***

**Sponsoring Institution**: Choose an institution

**Program Title**: Click here to enter text

**Degree/Certificate**: Choose degree type

**If other, please list**: Click here to enter text

**Options**: Click here to enter text

**Delivery Site**: Click here to enter text

**CIP Classification**: Click here to enter text

**Implementation Date**: Click here to pick date

**PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS**

Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.

Quantification of performance goals should be included wherever possible.

**1. Student Preparation**

* Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

Click here to enter text

* Characteristics of a specific population to be served, if applicable.

Click here to enter text

**2. Faculty Characteristics**

* + Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

Click here to enter text

* + Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

Click here to enter text

* + Expectations for professional activities, special student contact, teaching/learning innovation.

Click here to enter text

**3. Enrollment Projections**

* + Student FTE majoring in program by the end of five years.

Click here to enter text

* + Percent of full time and part time enrollment by the end of five years.

Click here to enter text

**STUDENT ENROLLMENT PROJECTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YEAR | 1 | 2 | 3 | 4 | 5 |
| Full Time |   |   |   |   |   |
| Part Time |   |   |   |   |   |
| Total |   |   |   |   |   |

**4. Student and Program Outcomes**

* + Number of graduates per annum at three and five years after implementation.

Click here to enter text

* + Special skills specific to the program.

Click here to enter text

* + Proportion of students who will achieve licensing, certification, or registration.

Click here to enter text

* + Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

Click here to enter text

* + Placement rates in related fields, in other fields, unemployed.

Click here to enter text

* + Transfer rates, continuous study.

Click here to enter text

**5. Program Accreditation**

* + Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide rationale.

Click here to enter text

**6. Program Structure**

1. Total credits required for graduation: Click here to enter text
2. Residency requirements, if any:

Click here to enter text

1. General education: Total credits:

Click here to enter text

*Courses (specific courses OR distribution area and credits)*

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| --- | --- | --- |
| **Course Number** | **Credits** | **Course Title** |
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1. Major requirements: Total credits: Click here to enter text

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| **Course Number** | **Credits** | **Course Title** |
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1. Free elective credits: Click here to enter text

*(sum of C, D, and E should equal A)*

1. Requirements for thesis, internship or other capstone experience:

Click here to enter text

1. Any unique features such as interdepartmental cooperation:

Click here to enter text

***When finished, please save and email to*** ***umacademicaffairs@umsystem.edu***