UNIVERSITY ACADEMIC COUNCIL
PROGRAM CHANGE PROPOSAL GUIDE

1. **Executive Summary of Requested Change**
   - School in which program is housed
   - Program department/division
   - Anticipated term to initiate change
   - Description of requested change

2. **Rationale for Requested Change**
   - What evidence or data do you have to support this change?
   - Is there a need for this change?
   - Suggestion: A rationale should include a narrative along with a market analysis that can demonstrate a need in the market, anticipated student enrollment, and data on employment trends.

3. **Budgetary Impact of Requested Change**
   - Be specific about actual expenditures required (e.g., faculty time, new faculty hiring, and other necessary resources).

4. **Effect of Requested Change on Other Departments, including Libraries, Information Technology, and Academic Units**
   - For impacted units, please indicate if these areas have been consulted.

5. **Effect of Requested Change on University and School Mission**
   - Briefly describe if and how the change affects the mission of the University and that of the school.

6. **Effect of Requested Change on Program Curriculum**
   - Program learning outcomes
   - Program alignment maps
   - Assessment plan