

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?
- What assurance of learning data do you have in response to 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).
- Has the budget been reviewed by the school's major area budget manager?

4. Effect of Requested Change on Other Departments, including Libraries, Information Technology, Registrar's Office, 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

7. Effect of Transition on Current Program

- How does the transition from the current program to the requested program revision affect the following?
 - Budget
 - Faculty
 - Current students
 - Course rotation and rollout