

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, the Registrar's Office, International Student Services, 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 (domestic and international)
 - Course rotation and rollout