

Program/Unit Change Instructions and Approval Process

The program /unit change form, [Academic Policy 1622.20A](#), is required to initiate the process to add, change, or delete a program or unit, or to make changes to academic policies and the form, once approved, is used as the basis for implementing the change. The form may be downloaded from the web site of the Provost at <http://www.uark.edu/admin/vcacsey/vcaa/policies.html>.

Use the form alone to propose changes as follows:

- **name and alpha code changes for a program, area, department, college/school or center**
- **changes to a program or concentration (including requirements, admission requirements, procedures)**
- **changes to a center**
- **changes to the University core (state minimum core) or a college core**
- **deletion of a program, program component, center, office, department**
- **changes to an academic policy**

Use the form as a cover sheet, with a proposal, for changes as follows:

- **a new program**
- **a new major**
- **a new area of concentration**
- **a new site for delivery**
- **a new program minor**
- **or to make major (15 hours or more net) changes to a program.**

For all such proposals, use the format design in the current Arkansas Department of Higher Education (ADHE) document on criteria and procedures for program approval at <http://www.arkansashighered.com/Booklet-App.html>. The program proposal should be submitted in Microsoft Word format.

Whether used alone, or as a cover sheet, the form and proposal must contain all the required information to evaluate and implement the change. The proposal must be explicit regarding changes and must include the entire set of requirements for the program/policy being proposed or changed with changes clearly identified. When in doubt regarding how to use the form, consult with the Director of Program Review and Student Assessment. Academic Policies 1100.40 and 1621.10 and the current catalog text for the program or unit may also be useful references. All proposed changes must be submitted in electronic format in Microsoft Word and a paper copy with original signatures must also be provided. Assign the file containing the completed proposal a name consisting of the alpha code for the program and two digits representing the year in which the submission is made, i.e. ENGLBA00. Send by e-mail to the next approval stage.

When a proposed program or change will necessitate additions or changes in course offerings, forms for the course changes must be sent forward when the program change goes forward. Use the electronic form, 1622.10A or the online short form for course changes, consistent with Academic Policy 1622.10.

Program changes are effective with the next available catalog. Program changes are normally initiated in academic departments in the fall term to complete the approval process and meet catalog deadlines. Earlier implementation must be specifically requested by the Dean's office to the Director of Program Review and Student Assessment, and will be granted only for very unusual circumstances. Failure to initiate the change in a timely manner will not be considered sufficient for a waiver of this rule. A statement on timing and deadlines is included at the end of the description of the approval process under "Target Dates for Program Change." Whenever a program is approved for an earlier implementation, this must be reported to the Registrar.

Instructions for Completing Form 1622.20A

Section I: Approvals is on the front of the form for ease of implementation and will be completed as the proposal moves forward. Not all changes require approval at all levels. Be sure to include the signature of the submitter on a paper copy of the first page.

Section II Profile Data – Required Information and Name Change Information must be completed (applicable items) for all proposed actions to add, change, delete, or rename a program/unit, and for academic policy changes, except that there will not be an alpha or CIP code for such changes.

- First, identify the academic unit or policy to be changed. If it is not Major/Field of Study or Minor, check Other Unit and identify the type of unit (for example core, honors program, second major, concentration, program delivery site, or department, school, college, or center, etc).
- Indicate the level (undergraduate, graduate, or law, as appropriate) to identify the university committee(s) that will review the proposal.
- Identify the catalog year in which the proposed change is to take effect. This date should be no sooner than the change can be reflected in the catalog and should be coincident with the fall term or July 1. To request early implementation (before the next catalog is issued), include a justification in section VI for the early start.
- Enter the current (full) name of the unit.
- Enter the 4-character alpha codes for college or school and for department. Note: Interdisciplinary programs offered by more than one department or discipline in a school or college will typically have as the “department” code the code for the college-as-a-department. Consult with the Office of Institutional Research (OIR) or the Registrar’s Office (RO) to determine the correct code. Policy changes will not have alpha codes.
- Enter the 6-character alpha code for program or the 4 character alpha code for the unit to be changed. Consult with the RO to determine the correct code. Indicate if interdisciplinary. Enter the CIP CODE*. Policy changes will not have CIP codes.
- Enter the proposed alpha code (as approved by the RO) and the proposed complete name for changes which involve new programs and new names. Note that students who are in a program whose name is changed will graduate under the new name. Obtain a unit budgetary alpha code for new budgetary units including centers.

* The Classification of Instructional Programs (CIP) code system is a national numerical coding system intended to serve as a comprehensive and logically consistent guide to courses and academic programs. CIP codes are used in surveys and for state reporting of institutional data on program offerings, program financial data, staffing data, enrollment and completions. Requests must be made to the OIR for CIP code assignments when creating a new program of study or when the CIP code is not known. The request should be made early in the process to allow for consultation among faculty and the OIR to ensure that the code is accurate and appropriate.

Section III: Add a New Program/Unit directs you to information regarding preparation of a program proposal. Complete Sections II and VII of this form, and use the form as a cover sheet for the program proposal prepared consistent with the ADHE format design (see preceding page). Make a comparable statement if proposing the establishment of a new center or a new site where an existing program can be completed. If the proposal uses courses offered by another academic college, the signature of the dean of that academic college is required in this section.

Section IV: Eliminate an Existing Program is all that must be completed, along with the required parts of Section II, to eliminate a program/unit.

Section V: Proposed Changes to an Existing Program or Program Policy should be used to indicate the precise nature of the change(s) to be made. First, state the changes proposed. Then, check all boxes that apply or check *Other* and use the blank to identify the type of change such as fee change, exit requirement or other program requirement change, etc. Also use this blank if a non-program unit is to be changed and describe the change. If the proposal uses courses offered by another academic college, or

deletes course requirements when the courses are offered by another academic college, the signature of the dean of that academic college is required in this section.

Section VI: Justification is the place to put the why or rationale for the change. This section must be completed. Include justification for early implementation if requested.

Section VII: Catalog Text and Format is intended to guide the order and contents of the catalog text to ensure a complete and exact statement of proposed program requirements. This text is the formal and definitive degree program description, and it should be sufficiently clear and complete to allow students to use it to plan and complete a program of study. The text should contain only standard academic and campus terminology (see Academic Policy 1621.10). The text will also serve as the basis for the degree audit for this program.

Approval Process

Following department approval, forms and proposals must be submitted to the office of the dean for college or school approval, or all participating deans, if more than one school or college is involved.

Program change proposals proceed from college or school to the Graduate School, OZAR 119, who will forward the proposals to the Course and Program Committee and/or Graduate Council for review. For actions to be reviewed by the Course and Program Committee in a given month, all forms must be received in the Graduate School by the second Friday of that month.

Actions involving curricula of undergraduate or professional programs (including law) must be reviewed by the Course and Programs Committee and, for core courses, by the Core Curriculum Committee (CCC) prior to action by the Faculty Senate. Actions involving significant changes to graduate programs or proposals for new graduate programs must be reviewed by the Course and Programs Committee prior to action by the Graduate Council and Faculty Senate. If the changes are not significant, approval by the UCPC is not required prior to Graduate Council review.

Actions involving only name or code changes and academic policy changes are forwarded following college or school approval to the Course and Programs Committee, Graduate Council (if appropriate) and Faculty Senate before being forwarded to the provost for review and approval by the chancellor and other entities as required and for implementation. Actions involving a center or other non-program unit (organizational or administrative changes) are forwarded following academic college or school approval directly to the Provost

Certain program changes and some academic policy changes must be approved by or reported to the Board of Trustees and the Arkansas Higher Education Coordinating Board (see Board Policy 620.1 and the ADHE *Criteria* document identified on page one for further details). Among them are the initiation of new programs and substantive program changes including offering a program at an additional (off-campus) site. Many other changes must be reported (such as name changes and changes in organizational structure) and may be reviewed for action. All program change proposals are reviewed following campus approval to determine which are to be sent forward. All campus actions requiring action by either board or notification to either board will be handled by the provost, on behalf of the chancellor. Such actions will be reported by letter to the president for inclusion as agenda items for one or both boards. *All materials for either board must be submitted to the Office of the Provost in electronic format in Microsoft Word or rich text format.*

Following any required approvals and notifications off-campus, notification of approval is made by the provost to the originating dean (including graduate dean as appropriate), the RO, the OIR, the library, and the catalog editor for the action to be implemented and recorded and entered in the program inventory file, catalog copy, and other official records. For programs requiring no off-campus approval, Faculty Senate approval will be considered notification to the campus that the program change will be implemented effective with the academic year in which the change is included in the catalog or the proposed effective date, if different, unless other notification is provided by the provost.

Target Dates for Program Change

Major changes to the curriculum typically take effect with a new catalog and the beginning of the fall semester. Copy for the *Catalog of Studies* is completed in March each year with copy for the *Graduate School Catalog* completed in June. For new programs and major program changes, the following target dates allow proposals to meet catalog deadlines and secure approval from both Board of Trustees and Arkansas Higher Education Coordinating Board for fall implementation consistent with ADHE guidelines. A more specific listing of deadlines for submission of course and program changes to the Faculty Senate is maintained at the UA Governing Groups web site, <http://www.uark.edu/admin/vcacsey/vcaa/governance.html>.

- 1) AHECB approval must be received at or before the February meeting for undergraduate programs and changes and at or before the April meeting for graduate programs and changes.
- 2) BOT approval must be received at or before the January* meeting for undergraduate programs and changes and at or before the March* meeting for graduate programs and changes.

* AHECB normally meets in January or February, April, July, and October. BOT meeting dates are more varied. Regardless of when BOT meetings are scheduled, BOT approval must be received **before** the AHECB meeting in January/February (for undergraduate program changes) or **before** the AHECB meeting in April (for graduate program changes).
- 3) Faculty Senate approval must be received at or before the December meeting for undergraduate programs and changes and at or before the February meeting for graduate programs and changes.
- 4) For graduate programs and changes, Graduate Council approval must be received at or before the January meeting.
- 5) Course and Programs Committee approval must be received in or before November for all program changes.
- 6) For all new programs, ADHE must be sent the full program proposal by late November for any program of which they were notified in October. [See item 10.] The office of the Provost sends the proposal.
- 7) College approval must be received in or before early October for all programs and changes.
- 8) Core Curriculum Committee approval must be received in or before October, as these changes then go to the Undergraduate Program Committee--for new core courses or changes to the core.
- 9) For all new programs, ADHE must be sent a letter of notification by early October for programs to come before the AHECB for approval in early February, 110 days before the meeting in February; early December to come before the AHECB for approval in early April Faculty Senate approval is required before the letter of notification will be sent.

Changes proposed to be implemented *before* they appear in the catalog must have a statement of justification regarding early implementation as part of the proposal. Those proposed to be implemented sooner than 75 days after AHECB approval also need a justification and, according to ADHE guidelines, should be "rare." The July meeting is the last AHECB meeting at which programs for the fall could be approved, but only with early implementation approval and without being in the catalog.

Proposals to eliminate courses and programs can be implemented with any term, although it is best if programs are deleted from the catalog effective with the year in which students are no longer admitted to the program. Proposals for program and course changes of a relatively minor nature can be implemented

routinely without being in the catalog and may be processed at any time. No off-campus approvals are required.

5/12/08