

UNIVERSITY OF MICHIGAN-FLINT

PROGRAM CHANGE REQUEST

Packet Includes:

- Policy Statement
- Timeline for Submission
- Program Change Request Form

**Office of the Provost and
Vice Chancellor for Academic Affairs**

November 2009

Policy on Implementing and Communicating New Programs and Program Changes

Background

Historically there has not been a campus-wide policy or procedure for ensuring timely notification of curriculum/program changes to various units across campus including the Registrar's Office, Academic Advising, the catalog editor, and other pertinent academic units. Moreover, at times proposed curriculum changes have been expected to become effective during the following semester or even immediately in mid-semester. Proposing such effective dates often results in significant challenges for various units responsible for implementing the change. Worse yet, there is very little (if any) advance notice to the students who would be affected (especially students planning on changing majors and transfer students) and/or our external constituents (high school counselors, community colleges, etc.)

To address the above issues, a new campus-wide process for implementing new programs as well as faculty approved curriculum (or program) changes is being established. This process is intended to achieve the following objectives:

- provide reasonable advance notice to the students who might be affected
- improve the channels of communication within Academic Affairs and between Academic Affairs and pertinent offices in SSEM
- ensure all curriculum changes are transparent
- coordinate curriculum changes and the process of revising and printing the university catalog.

Policy

All proposed new programs and curriculum (or program) changes will become effective in the fall semester after they are approved (rather than mid-year or any other term). Curriculum changes mandated by the federal or state government, an accrediting organization, or other external entities having purview or interest in the academic program will be exempted from this policy with approval of the Provost.

Faculty approved new programs and program changes are to be recorded on a New Program Request form or a Program Change Request form and submitted to the Office of the Provost before February 15 of each year, the deadline for catalog submission.

Timeline for Submitting a New Program Request or a Program Change Request

The Office of the Provost strives to support the academic units with their efforts to develop and propose new programs or to make program changes to existing ones. The Office serves as a support service unit during the approval process. The Provost works in collaboration with various governing entities to ensure the review process is efficient and timely. However, the review process is rather comprehensive and includes external factors. Therefore, it is imperative to allow sufficient lead time for various stages of the review/approval processes as well as the implementation (i.e., development of processes for admission, registration, financial aid, programming of Banner, etc.) of an approved program. Further, for an approved program to be launched successfully, it is important to develop and implement an effective marketing/promotion campaign which normally takes four to six weeks. It is essential to then allow at least ten weeks for prospective students to inquire, make decisions about applying, and go through the application/enrollment process.

The following timelines have been prepared to assist the proposers in becoming familiar with the approximate turnaround times needed by various stages of the approval process as well as the time it takes to implement and recruit students for an approved program. These timelines assume the proposal has been approved by the school/college, the Academic Assessment Committee (AAC), and has been reviewed by the Catalog Editor.

Timeline Policy

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Office of the Provost

Once a proposal is supported by the program/department, Dean, Academic Assessment Committee, and has been reviewed by the Catalog Editor, it is submitted to the Office of the Provost. In most cases, the reviews by the Provost and the Chancellor are undertaken simultaneously. ***Proposers should allow approximately four to six weeks for the reviews by Provost and Chancellor and their respective advisory committees, AAAC and CAC/BSP.***

Timeline for Submission to the Presidents Council and Regents

A proposal that has been approved by all UM-Flint governing bodies and authorities will be submitted to the Presidents Council and/or Board of Regents. Proposed specializations/tracks and most program changes are not submitted to the Regents.

The Presidents Council meets four times per year. The meeting dates of the Council are set in June for the following academic year and can vary. The exact dates of the Presidents Council meetings may be obtained from the Office of Provost. ***The Council requires six weeks of lead time in advance of its next meeting for submission of a proposed degree or specialization.***

The Regents meet every month except for August. Generally speaking, ***the proposers should allow four weeks of lead time for the Regents approval.***

¹This excludes course change requests or new course approvals. There is an existing process for handling such requests.

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***** The proposed change is not effective until all appropriate reviews have been completed*****

Effective Fall Term <i>(year):</i> <i>(*cannot be earlier than the next published catalog)</i>	School/College: Department:
Full Program Title: Abbreviated Program Title <i>(if full title is longer than 30 characters):</i>	Check all that apply: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration <input type="checkbox"/> Track
Degree: (Bachelor of Arts, Bachelor of Science, etc)	Number of Credit Hours Required for degree:
Minimum GPA Requirement for Degree:	Level: <input type="checkbox"/> Undergraduate (UG) / <input type="checkbox"/> Graduate (GR)
If this is an interdisciplinary program which student populations will be affected: <input type="checkbox"/> Own <input type="checkbox"/> Other units (please specify):	CIP Code:

Required for ALL Change Requests:

REVIEWER/APPROVER	REVIEW/APPROVAL DATE	APPROVER'S SIGNATURE
Department/Program of Proposed Origin.....	_____	_____ <i>Chair/Director</i>
<i>(Only if Joint Program)</i>	_____	_____ <i>Chair/Director</i>
College/School	_____	_____ <i>Dean</i>
Krista Hansen, Catalog Editor	_____	_____ <i>Krista Hansen</i>
Graduate Program Committee	_____	_____ <i>Associate Provost</i>
<i>(Required only if new graduate program)</i>		

May be required depending on the nature of program change request:

REVIEWER/APPROVER	REVIEW/APPROVAL DATE	APPROVER'S SIGNATURE
Academic Affairs Advisory Committee (AAAC)	_____	_____ <i>Provost (following Committee approval)</i>
Faculty Council <i>(for information only)</i>	_____	
Chancellor's Advisory Committee for Budget and Strategic Planning (CAC/BSP)	_____	_____ <i>Chancellor (following Committee approval)</i>
Presidents Council	_____	
Board of Regents	_____	

Summary of the Proposed Change (please attached a copy of the proposal and supporting documents showing Governing faculty approval):

Rationale for the Proposed Change (if the change is mandated by external entities, please provide associated documents):

Original: Catalog Coordinator/Registrar's Office

**Copies: Academic Advising and Career Center
Director/Institutional Analysis**

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