Program Change Proposal (Template)
Academic Year 2021-2022

* Major revisions of programs may be interpreted as new programs. According to CCGS, a graduate program is new when more than 50% of the curriculum changes. Consultation with the Associate Dean of Graduate College and the Interim Associate Provost for Institutional Research and Effectiveness is highly recommended at the early stages of significant program revision.

*Please ensure the proposal is saved with the date and program code in the name of the document (e.g., BS6417CustomerService_112119).

A. Summary Statement
1. Date of submission
2. Program code
3. Name of program/minor/certificate
4. Name(s) of individual(s) proposing the program and their email address(es)
5. Home department/school and college
6. Desired semester/year of program change
7. A brief (< 250 word) description of the proposed change(s).

B. Detailed Description of Change
1. Describe rationale for proposed change and any impact on program learning outcomes and assessment plans. Indicate if this program has changed since 2015 (during OHIO's last HLC re-accreditation cycle). If yes, please list the already approved changes in the proposal.
2. Evidence of consultation (in all cases where your program impacts other academic departments or schools), cooperation and/or collaboration with other OHIO programs impacted by this change
3. Provide a detailed description of the proposed changes. For each course, include prefixes, course numbers, names, and credit hours. Indicate if any new courses are being included in the program change proposal and their approval status.
4. Including any changes to credit hours and identification of all other academic units impacted by the change.
5. If a new track or concentration within an existing approved program is being requested, is there a desire for a new program code?
6. Provide a comparison table including all current program requirements alongside the proposed changes.

ALL CURRENT PROGRAM REQUIREMENTS	PROPOSED PROGRAM REQUIREMENTS		COMMENTS
Required Courses Include course prefix, course name, credit hour(s) e.g., PSY 1000 General Psychology (3)	**Required Courses**	Is this a new course (Y/N)	