

**Office of the Provost**

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| **Proposed Change to an Existing Degree: Academic Component** |

***Please answer all relevant questions below. Consultation with the appropriate Associate Provost on a draft of the proposal is recommended.***

***Using the relevant template, please submit a budget even if no additional resources are needed.***

**Title of Degree (e.g., Bachelor of Arts in History):**

**1. Please provide the name, title, email address, and phone number of the primary contact person for this academic program:**

**2. Please describe briefly the proposed change to the existing degree:**

**3. Please provide a rationale for the proposed change to the existing degree:**

**4. Please describe how the proposed change(s) advances the Strategic Plans of the department, of the school/college, and of the University:**

**5. Please list all the program requirements for the current and revised programs so that review committees can easily see the changes: (expand the table as needed and denote new courses in bold print)**

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| Current program | Revised program |
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**6. Is this change a result of program learning outcomes assessment and/or academic program review? If yes, please describe:**

**7. Please list learning outcomes for the revised program:**

**8. How does the change place your program in the context of programs at peer institutions?**

**9. How does the change affect other academic units and existing programs at the University?**

**10. How will you notify current students of the proposed changes and implement the requirements? How will you assure that current students are able to complete their programs under the requirements that were in place at the time of their matriculation?**

**11. Please document any implications that the change has on professional accreditation or licensure at the program or school/college level:**

**12. If the change includes a new course or courses, please indicate who will teach the course and how the rest of that faculty member’s course load will be affected (courses(s) redistributed to other faculty, taught less frequently, no longer taught, etc.). Please be specific about affected courses. This information should be reflected in the budget form that accompanies the proposal, e.g. the cost for a new faculty member to teach the new course or a redistributed course:**

**13. Please list other resources needed including new staff, IT, technology enhanced classrooms, office space, and other facilities. This information should be reflected in the budget:**

**14. Please describe the budgetary impact that the proposed change will have:**

**15**. **Please provide the bulletin copy (exactly as it should appear) related to the proposed change, including all text connected to the program (requirements, description, learning outcomes)[NOTE: this bulletin copy is in a final form and cannot be changed]:**

***The following questions relate to a change in the delivery format of an existing degree.***

**16. For proposed changes to delivery format of existing programs, please provide an indication of non-standard scheduling for the proposed format:**

**17. Please provide information on a marketing plan and partner for the proposed changed delivery format:**

**18. If applicable, please provide a request for non-standard tuition rates for the proposed changed delivery format:**

**19. What charges (tuition, fees, etc.) are to be applied to this program? How will the charges be structured?**

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| **Tuition/Fee Item** | **Amount** |
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***Examples:***

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| *Fulltime Tuition* | *$21,985* |
| *Graduate Student Services Fee* | *$145* |
| *Health and Wellness Fee* | *$160* |

 *or*

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| --- | --- |
| *Program Fee (bundled charge)* | *$27,985* |
| *Tuition component* | *$21,985* |
| *Fees component* | *$6,000* |