PROGRAM CHANGE FORM (Updated August 2021)

1. Submitted by: Click here to enter text.

Name of Institution

2. Type of Program Change (Check all that apply)

**Change title** of degree program/certificate

**Change title** of emphasis area(s) / option(s)

**Change modality** of existing degree program

**Change CIP code** of existing degree program

**Add new emphasis/option** to existing degree program

**Add new certificate** with a parent degree (courses come predominantly from one degree)

**Add new certificate** without a parent degree (i.e., standalone)

**Delete emphasis/option** of existing degree program

**Place** existing program on **inactive status** (suspend program for up to 5 years)

**Reactivate** a program placed on inactive status (must occur within 5 years of inactivation)

**Delete** existing degree program (remove program from inventory entirely)

**Combine** closely allied programs

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| --- | --- | --- | --- | --- | --- |
| **Before the Proposed Change** | | | **After the Proposed Change** | | |
| Title of Old Program/Certificate | Degree  Level | CIP Code | Title of New Program/Certificate | Degree  Level | CIP Code |
| Click here to enter text | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |
| --- | --- |
| **Modality / Modalities Before Proposed Change** | **Modality / Modalities After Proposed Change** |
| Classroom  Online  Hybrid  Competency-based | Classroom  Online  Hybrid  Competency-based |

3. If adding a new option, please provide a copy of the “before and after” curriculum.

4. If adding certificate, please indicate the parent degree, if applicable: Click here to enter text.

4. If a certificate program, please indicate the number of credit hours: Click here to enter text.

5. Intended date of changes to be effective (Month/Year): Click here to enter text.

**AUTHORIZATION**

Click here to enter text. DATE

Name/Title of Institutional Officer Signature Date

Person to Contact for More Information Telephone Number