

## NWCCU Substantive Change: Minor or Major Template

(Complete all areas)

### Proposed change/degree

- Name of degree impacted
- Proposed Implementation Date
- Number of total credits to complete program

### Date faculty in division approved proposal

**Date of Institutional Governing Board approval (Curriculum Committee – Registrar will provide)**

**Date of System Governing Board approval (State Board – Provost will provide)**

### Method of instructional delivery (select one):

- Face to face
- Distance delivery of more than 50% of requirements (choose only if this is required to complete major)
- Distance delivery of less than 50% of requirements (choose only if this is required to complete major)
- Competency-based education with more than 50% of program requirements
- Competency-based education with less than 50% of program requirements
- Other

**a. Write a clear statement of the nature and purpose of the change in the context of institutional mission and core themes:**

**b. Describe process for formal approval by the governing board (Provost); and the appropriate governmental agency (if applicable) to offer the proposed existing and /or new program(s). (If not applicable, identify the level where these changes are approved. Describe the approval process, at you institution, where these changes are approved)**

**C1. Briefly describe the educational offering(s) Include a list of required program course in program sequence**

**C2. Provide a brief description of the instructional delivery method (i.e. percent of face-to-face, hybrid, etc.)**

**C3. List and describe student-learning outcomes**

- C4. Plan for assessing student outcomes**
- C5. Describe the full process used for review and approval by the appropriate academic policy body of the institution (Provost, Registrar)**
- D. Describe plans and include descriptions that provide evidence of**
1. Need for change
  2. Student population to be served
  3. Procedures used in arriving at the decision to change
  4. Organizational arrangements required within the institution to accommodate the change
  5. Timetable, with dates, for implementation (describe implementation steps when applicable)
- E. Describe the capacity of student support services to accommodate the change.** Include a description of admissions, financial aid, advising, library, tutoring, and others specific to this request.
1. Describe the implications of the change for services to the rest of the student body
- F. Outline the provision/s made for physical facilities and equipment to accommodate the change.**
- G. Describe the adequacy and availability of library and information resources**
- H. List the educational and professional qualifications of the faculty relative to their individual teaching assignments.**
1. List the anticipated sources or plans to secure qualified faculty and staff (when applicable)
- I. Budget (complete the NWCCU budget form, which includes the following information).**
- At the institutional level, revenue and expenses one year prior to the change
  - At the program or department level, projections (revenue and expenditures) for each of the first three years of operation
  - Revenue and expenditures specific to the change itself

- Institutional financial support to be reallocated to accommodate the change
- Budgetary and financial implications of the change for the entire institution