



## ADMINISTRATIVE PROCEDURE

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**TITLE: Academic Program Modification**

**ADMINISTRATIVE PROCEDURE # 4021B**

**RELATED TO POLICY # 4021 Academic Program Creation, Modification, and Deletion**

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### **A. Origin of a Proposal to modify an academic program.**

Typically, faculty initiate proposals for program modifications. An academic administrator may request that faculty modify an academic program.

### **B. Reasons for program modification.**

The procedures herein are required under one or more of the following circumstances:

1. Changes of 30% or more of the program's curriculum; changes are typically required as a result of program review, changes in industry/business requirements, or changes in transfer requirements.
2. Preparation for different employment opportunities than provided by the existing approved program
3. Lack of resources to sustain the program without modification

### **C. Program modification proposal.**

Consideration of the modification of an academic program begins with a written proposal, which shall be made available for review in electronic form that utilizes the format required by the Academic Council. The following information, except when information is unavailable or inappropriate, must be included:

1. Name(s) of originator(s) of proposal
2. Brief description of the proposed modifications to the program
3. Statement of rationale for the change
4. Details of the changes (as required by the form)

5. Impact upon general education, other programs, the mission of the College, and the College's strategic priorities
6. Anticipated impact on program enrollment and course enrollment for five years
7. Anticipated new resource needs – faculty, staff, facilities, equipment, materials, etc.
8. Impact, if applicable, on external accreditation, licensing, etc.
9. Change in program's assessment plan
10. Evidence of sustainability of the program
11. Timeline for implementation

#### **D. Order/Purpose of Review**

**1. Program faculty, program coordinator, and department chair**

Faculty conceive and develop revised courses. Coordinators manage curriculum and related assessment. Chairs monitor and report revisions of any program and related courses within their assigned academic division.

**2. Assessment and Curriculum Standards Committee (ACSC)**

The ACSC works with faculty to provide academic curricular support/guidance and reviews proposals for modified programs.

**3. Academic Council (AC)**

The Council oversees curricular modifications and reviews curricula for compliance with state and accrediting guidelines/regulations as well as transferability to other institutions of higher learning.

**4. Financial Aid Department**

Financial Aid monitors changes in programs to assure that students required to have a Student Educational Plan have appropriate courses listed. Significant changes in the number of credits required to complete a certificate must be reported to the Program Participation Agreement.

**5. Provost/Chief Academic Officer (CAO)**

The CAO confirms that the curricular modifications align with strategic initiatives and budget planning requirements of the College, and that the modified curriculum and program budgets are accurately reflected.

**6. Senior Leadership Team (SLT)**

SLT ensures that curriculum modifications are in alignment with the strategic priorities of the College and identifies how their particular areas of operation are impacted or are needed to support the programs.

**7. President/CEO**

The President facilitates discussions related to new programs to ensure all areas of operation have been involved in decision-making, that resources are adequate, and that strategic priorities and community needs have been appropriately incorporated.

**8. Board of Education (BOE)**

The BOE examines the soundness of the proposed modification in terms of community need/job demand, acceptable enrollment, required resources, budgetary impact of the program, program alignment with strategic priorities, and compliance with state and accreditation requirements.

**9. Office of Community Colleges and Workforce Development (CCWD)/  
State of Oregon's Higher Education Coordinating Commission (HECC)**

CCWD and HECC confirm that program modification conform to state requirements. See: <http://handbook.ccwdwebforms.net/handbook/program-approval>

**10. Northwest Commission on Colleges and Universities (NWCCU)**

The Northwest Commission on Colleges and Universities monitors proposed changes to ensure that the program meets requirements and that the college will continue to have the capacity to meet the Commission standards for accreditation; specifics are defined in the NWCCU Substantive Change Policy.

**E. Communications and implementation**

1. Catalog
2. Website
3. Marketing
4. Budget allocation
5. Human Resources
6. Purchasing
7. Facilities

8. Advisory committee
9. Financial Aid
10. Submitting Faculty
11. Foundation

**REFERENCES:**

HECC: [Amendments, Suspensions, Deletions](#)

NWCCU: [Substantive Change Manual](#)

**RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2023-2024**

**DATE OF ADOPTION: 4/14/2021**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**