

1 **Procedures and Guidelines for Preparing Program Modifications\***

2 **Faculty Senate Approval -**  
3 **Provost Approval -**

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5 **Changes in Existing Programs**

6 Academic units have primary responsibility for determining the curriculum requirements  
7 for major, minor, concentration, licensure and certificate programs. When proposed  
8 program degree modifications involve other units, those units will be notified of the  
9 proposed changes and input will be requested prior to submission of the proposal.

10 A formal proposal for changes in existing programs must be reviewed and approved by the  
11 appropriate college or school curriculum committee, the college or school faculty if  
12 required by that unit, and the University Curriculum Committee. When proposals for  
13 changes in general university graduation requirements or college, school, or program  
14 admission requirements are submitted, an implementation timeframe and transition plan  
15 must be submitted outlining how current, prospective, and transfer students under an  
16 articulation agreement will be informed and accommodated.

17 Changes in programs to be submitted for review and approval include changes in  
18 admission, program, and graduation requirements, including changes in the program of  
19 courses as would typically be listed in the undergraduate catalog, namely, the specific  
20 listing of course requirements and options and corresponding numbers of credit hours.

21 The approval process is initiated through submission of a request using the university  
22 curriculum workflow system.

23 Program modifications of 50% or more of Major Programs are considered new by the Ohio  
24 Department of Higher Education (ODHE) and must follow the New Major Program  
25 procedures. Name changes also require ODHE approval.

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