

CHANGE PROGRAM FORM

BEFORE YOU BEGIN THIS FORM:

You must attach a copy of the program's current catalog page with mark ups as part of this form submission.

Any change program form submitted without the current catalog page will be returned to the submitter.

To obtain a text file of your current catalog page, email curriculum@utrgv.edu.

REQUIRED FIELDS:

Please note all fields marked as *Required must be completed before you can SAVE the form.

For one-on-one guidance of completing this form or to request a text file of the program's current catalog page, contact curriculum@utrgv.edu and visit the [Office of Curriculum and Institutional Assessment](#) website.

Committee Meeting Year

 *Required

Select the academic year the committee will review the proposal.

Is your proposal for the Undergraduate or Graduate Committee?

 *Required

College/School

 *Required

School/Department/Program

 *Required

Degree Program Name

 *Required

Content at Top of Program Catalog Page

Tips for This Section: Use this text box to provide a program overview and to list program admission, progression, and graduation and/or any other program requirements. Use headers to organize the content to be provided. See example below:

Program Overview

Admission Requirements

Progression Requirements

Graduation Requirements

Other Program Requirements

Major/Minor Requirements/Description

Tips for the Section: This section is used to build the program requirements as it will appear in the web-based catalog. The section includes major section headers for program requirements (e.g., major requirements, core curriculum requirements, thesis option, non-thesis option). Below the major section headers, sub-headers are built using the course list function. Course list titles are sometimes generic such as "Required Courses" or "Prescribed Electives." Course titles can also be more descriptive such as "Art Foundation" or "Advanced Electives." When building the degree plan, the OCIA staff strive to apply consistent formatting and standards across similar program types. Due to the complexity of this functionality, **it is strongly recommended that submit your proposal without completing this section** and allow the Office of Curriculum & Institutional Assessment to complete the proposal based on the the text file of the proposed degree plan. For more information, contact curriculum@utrgv.edu if you have questions.

+ADD MAJOR SECTION WITH PROGRAM AND COURSE REQUIREMENTS (MULTIPLE SECTIONS MAY BE ADDED)



Program Roadmap or Carousel

Tips for This Section: This section will be completed by the Office of Curriculum and Institutional Assessment based on the roadmap or carousel attached below.

Total Credits

***Required**

This is the minimum number of semester credit hours required to complete the program. Bachelor's degree programs should not exceed 120 semester credit hours (SCH). If the number of SCH exceeds 120 for a bachelor's degree program, the institution must submit documentation explaining the compelling academic reason and approval by THECB must be sought. Master's degree programs do not have semester credit hour restrictions; however, 30 to 36 SCH is common.

JUSTIFICATION FOR PROGRAM REVISION

Justification for change ***Required**

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, link, unlink, insert image, insert table, and a minus sign.

Describe the impact on other programs/departments (curriculum, financial, staff, space) and how the proposal was approved through the college's applicable governance processes.

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Proposed Implementation Date

Provide the proposed implementation date in semester year format (e.g., fall 2022) or MM/DD/YYYY format. This is only a proposed date, not a final date.

SIGNIFICANT DEPARTURE

Answer each of the following questions to determine if this is a significant departure from existing programs. Programs answering Yes to any of the questions will be required to consult with Dr. Christine Shupala, the UTRGV SACSCOC Liaison.

Will significant additional equipment or facilities be needed? ***Required**

Yes

No

Will significant financial resources be needed? ***Required**

Yes

No

Will a significant number of new courses be required? ***Required**

Yes

No

Will a significant number of new faculty members be required? ***Required**

Yes

No

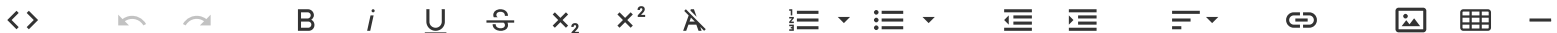
Will significant additional library/learning resources be needed? ***Required**

Yes

No

Significant Departure Comments

*If you answered **YES** to any of the significant departure questions, please provide an explanation below.*



SUPPORTING DOCUMENTATION

Revised Catalog Page and Roadmap/Carousel ***Required**

Attach the program catalog page with track changes and roadmap/carousel.

ATTACH FILES

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Provide evidence that the request has been approved by the School/Department/Program Committee and/or College Curriculum Committees (all applicable) and evidence of communication and collaboration with impacted departments.

Evidence provided should make it clear that faculty governance processes have been followed. Evidence includes committee meeting minutes, an online vote among committee members, memos from curriculum committee chairs, etc. Some departments have disciplinary committees instead of department committees. In such cases, evidence of approval through the disciplinary committees should be provided. This evidence can be attached at any level in the workflow by the submitter, department chair or dean. There is no department committee option in the workflow; therefore, dept chair approval of a proposal indicates that all departmental or disciplinary committee processes have been followed. Dean approval of a proposal indicates that all college committee approval processes have been followed. Relevant Policies: UTRGV HOP – ADM 06-101; UTRGV HOP – ADM 06-202; UT System BOR Rule 40101.; and SACSCOC Standard 10.4.

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