

Academic Program Change Checklist

	Column A	Column B	Column C
	Department Chair will consult with the Dean to be clear about which column to follow for the change being suggested. The Dean may wish to consult with the Registrar or Provost for clarification.		
	Follow standard college/school curricular process.	Complete the Qualtrics form for Academic Program Change.	Get pre-approval from the Provost to continue.
	Inform stakeholders.	Wait one week for feedback from stakeholders. Respond to feedback.	Complete financial analysis form.
	Implement.	If interdisciplinary, submit to UCC for review and approval.	Complete the Qualtrics form for Academic Program Change.
		Inform Provost that a plan has been submitted and reviewed.	Wait one week for feedback from stakeholders. Respond to feedback.
		Wait for Provost to make determination.	If interdisciplinary, submit to UCC for review and approval.
		Inform stakeholders of approved plan.	Inform Provost that a plan has been submitted and reviewed.
		Implement	Wait for Provost, President, and BOT to approve.
			Inform stakeholders of approved plan.
			Implement
			Complete year 3 audit.