

Academic Program Change

Drake University
Office of the Provost

The Academic Program Change process facilitates conversations between academic departments or programs and relevant administrative staff. These conversations help to identify and respond proactively to applicable university policies, procedures, and standards; state, federal, and international laws; and promote protections (e.g., intellectual property) for program faculty, students, and administrative staff. Operationalizing new academic programs or changes to existing programs may involve the efforts of more than a dozen academic and administrative offices.

The term “Academic Program” refers to a combination of courses and related activities organized for the achievement of specific learning outcomes as defined by the institution. The term “program” is most often used as a conceptual umbrella that covers programming at both the undergraduate and graduate level, including majors, minors, certificates, specializations, concentrations, etc.

Timeline

Program changes will be effective at the start of the next academic year. All changes must be approved by May 1 for implementation in the next academic year. Please note:

- Changes that require BOT approval (Column C), must be approved no later than the April BOT meeting. Proposals must be submitted to the Provost 90 days prior to a BOT meeting to be included on the agenda.
- Course changes (Column A) for the Summer and Fall terms must be submitted by March 1, prior to the publication of those schedules for registration

The length of time needed for program change processing (i.e., from program conceptualization to student enrollment) may be affected by additional internal and external reporting or processes and the establishment of new services. These factors can be anything from administration involving the Higher Learning Commission, to financial aid eligibility, to Student Affairs considerations, and more. Plans to submit a program change should consider these factors in the anticipated timeline for review and final approval.

Table 1: Types of Program Changes and Required Processes

Column A	Column B	Column C
College/School Curricular Revisions	Expansion or Contraction of Academic Program (Provost Review/Approval)	New Academic Program Application (Trustee Approval)
Follow standard college/school curricular processes	Requires additional forms and review	Requires additional forms and review
Minor curricular changes: <ul style="list-style-type: none"> • Instructional delivery change at course level • Change in course sequence • New course • Discontinuing course 	Name changes to existing programs	New degree program <ul style="list-style-type: none"> • Certificate • Associate • Bachelor • Graduate/Professional
	Discontinuation of minor, track, emphasis, or concentration	Discontinuation of degree or certificate program
	New minor	
	Change to degree type awarded: <ul style="list-style-type: none"> • New degree track(s) • New concentration • New endorsement 	
	3+3, 3+2 or 4+1 Programs	
	New location	

Column A

Minor curricular changes (Instructional delivery change at course level, change in course sequence, new course, discontinuing course) should follow standard college/school curricular processes.

Column B & C

Expansion, contraction, or development of new academic programs requires Provost review, Provost approval, and/or Board of Trustees approval. If the change is a new degree program or discontinuation of a program (Column C), the Dean(s) will inform the Provost of the intention prior to initiating the change form.

Submission and Review Process

1. The Program Change proposal along with appendices must be submitted and approved by the appropriate college curriculum committee(s).
2. For Interdisciplinary program changes, the college curriculum committee(s) will forward the proposal for review and approval by the University Curriculum Committee.
3. Changes from Columns B and C will receive a review from various supporting units (i.e., Registrar Office, Student Services, Institutional Research – Accreditation, Finance, Library, ITS) after submission of proposal. Units will provide feedback within 10 business days, and proposing unit will respond in advance of Provost review.
4. The New Program proposal and appendices will be presented by the appropriate unit leadership to the Academic Deans and Provost.
5. Upon review the Provost makes determination.

Additional Process Steps Related to Column C – New and Discontinuing Programs

6. The New Program will be submitted by the college(s) for review to the Iowa Coordinating Council for Post-High School Education (ICCPHSE), using the Intent to Offer Form.
7. Upon review of the full program proposal and appendices by the Academic Deans and approval by the Provost, the proposal and appendices will be presented and approved by the Office of the President.
8. The Provost will present the proposal and budget to the Teaching and Learning Committee of the Board of Trustees for approval.
9. The Chair of the Teaching and Learning Committee of the Board of Trustees will forward a notice of the change to the full Board of Trustees.

Year 3 and Subsequent Audit(s)

Use **Year 3 and Subsequent Audit Form** to submit to the Office of the Provost. The Provost's Office will supply feedback as necessary and may request additional yearly audits as the New Program is implemented.

Program Proposal – New and Modifications

Program changes will be effective at the start of the next academic year, and must be approved by May 1 for implementation in the next academic year. Please note: Changes that require BOT approval (Column C), must be approved no later than the April BOT meeting. Proposals must be submitted to the Provost 90 days prior to a BOT meeting to be included on the agenda. Course changes (Column A) for the Summer and Fall terms must be submitted by March 1, prior to the publication of those schedules for registration

