Programs considering changes (creation, termination, modifications) to majors, minors, concentrations, or graduate programs should consider these questions:

What was the mission of the program as it was previously conceived?

Do the planned changes alter that mission? If so, how do they affect the goals, objectives, and intended outcomes of the program?

Are other relevant departments aware of this proposal and its possible effects on their curricula? Will courses be cross-listed, and will an overlap be avoided?

How do the changes affect the beginning, middle, and end of the curriculum development built into the program?

How will the changes affect students currently enrolled in the program?

Students may not obtain a major/concentration and minor in the same subject. Will students in this concentration be prohibited from declaring a particular major or minor because of this policy?

Will the changes affect staffing resources and needs?

-Faculty/Department(s) prepare appropriate program modification form following CHE guidelines and SACSCOC policies. -Faculty/Department(s) prepare relevant course forms, gather approval signatures (Chairs, Deans), and submits complete package to Provost's Office. Provost's office reviews, with the Registrar's office. -Faculty consults with SACSCOC Liaison to determine the type of SACSCOC notification.

-Faculty consults with Provost's Office to determine the type of CHE approval/notification.

Provost's Office signs, scans, and submits program modification form to Faculty Curriculum Committee, Graduate Curriculum Committee, Graduate Council, and for full review and action (*Approval* or *Rejection*).

## $\checkmark$

Committees and Council forward modification proposals and Committee Report to Faculty Senate for consideration (*Approval* or *Rejection*).

## $\downarrow$

-Provost office submits proposal to OIEP. -OIEP notifies SACSCOC of program substantive change. -Faculty/Department(s) should begin work with the SACSCOC Liaison on documents requiring SACSCOC Notification of Substantive Change (prospectus). -Provost's Office submits major and graduate program modifications to ACAP for review

-Provost's Office submits notification of change of minors and concentrations to CHE -OIEP submits SACSCOC Notification of Substantive Change which requires a Prospectus (request for approval from SACSCOC may take 6-12 months)

## $\downarrow$

-Provost's Office notifies stakeholders (Registrar, Graduate School, IRP, and OIEP) of CHE final approval or notification. -SACSCOC Liaison notifies all stakeholders of SACSCOC approval (President's Office, Program Coordinator(s), Deans(s), Provost, Registrar, IRP, DAC member, Marketing, and Graduate School) and posts to website. -Program modifications appears in the catalogs of the next academic year after SACSCOC approval.

-Please note changes do not go into effect until they appear in the catalogs