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?**

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- **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.

- **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).**

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

- **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).

- **SACSCOC Liaison** notifies all stakeholders (President’s Office, Program Coordinator(s), Deans(s), Provost, Registrar, IRP, DAC member, Marketing, and Graduate School) and posts to website.

- **Program modifications appear 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.

- **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)

- **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 appear 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.