



Curriculum & Articulation Committee

Change an Existing Program Instructions and Form

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will not be accepted in hard copy format.

SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair and Dean have signed before you submit the form to the Articulation Officer.**
3. Complete Section 2 if the changes are for a bachelor program or Section 3 for an associate or certificate program.

SECTION 2: Changing an Existing Bachelor's Program

Effective Term: The first term the program changes will effective (example: Spring 2019).

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Is there a GPA requirement change for this program? If there is a new GPA requirement for this bachelor program specify the current GPA requirement **AND** the new GPA requirement in the fields.

Are admissions requirements changing? If there are admissions requirement changes, specify the current admission requirement(s) **AND** the new admission requirement(s) in the fields.

Is this a course requirement change within the program's General Education requirement? If there are changes being made to the General Education requirements in the program, changes must be approved by the General Education Committee first. (Example: embedding Gen Ed Technology requirement into a program course) Provide the date of the approval in the field. Add a brief explanation for the proposed change.

Is this a change or addition to a program prerequisite requirement? If there is a change or addition to the prerequisite requirements for this program, briefly explain the proposed changes.

Is this a course requirement change within a program and/or general elective requirement? If there is a change to a program or general elective requirement, briefly explain the proposed changes.

Does this change alter the total credits for this program? If this change alters the total credit for a section or overall credits for the program, briefly explain the proposed changes.

Catalog Update: A marked up catalog page with the proposed changes must be attached to this form.

SECTION 3: Changing an Existing Associate or Certificate Program

Effective Term: The first term the program changes will effective (example: Spring 2019).

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Proposed Changes: Briefly describe the proposed change(s) compared to current program requirements.

Catalog Update: A marked up catalog page with the proposed changes must be attached to this form.

Is this a course requirement change within the program's General Education requirement? If there are changes being made to the General Education requirements in the program, changes must be approved by the General Education Committee first. (Example: embedding Gen Ed Technology requirement into a program course) Provide the date of the approval in the field. Add a brief explanation for the proposed change.

Is this a change or addition to a program prerequisite requirement? If there is a change or addition to the prerequisite requirements for this program, briefly explain the proposed changes.

Is this a course requirement change within a program and/or general elective requirement? If there is a change to a program or general elective requirement, briefly explain the proposed changes.

Does this change alter the total credits for this program? If this change alters the total credit for a section or overall credits for the program, briefly explain the proposed changes.

SECTION 4: Approvals

- The electronic C&A form and scanned supporting documents must be submitted to the Articulation Officer for review first. **Do not submit directly to Curriculum and Articulation Chair.**
- The C&A form must include signatures from submitter, Department Chair, and Dean. Forms submitted without all signatures will be returned to submitter.
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Articulation Officer will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Articulation Officer will contact the submitter and Curriculum & Articulation Chair for scheduling on the next available meeting agenda.



Curriculum & Articulation Committee

Change Existing Program Form

SECTION 1: SUBMITTER INFORMATION

Name: _____ Phone Number: _____

Email Address: _____ Submission Date: _____

Department: _____ GBC Center: _____ Building & Room #: _____

Have you received approval from Department Chair? Yes No and Dean? Yes No

If you have not received approval, do not submit to the Articulation Officer.

SECTION 2: CHANGING AN EXISTING BACHELOR'S PROGRAM

Effective Term: _____

Program Title: _____

Is there a GPA requirement change for this program? Yes No

Current GPA requirement: _____ New GPA requirement: _____

Are admissions requirements changing? Yes No

Current Admissions Requirements:

New Admissions Requirements:

Is this a course requirement change within your programs General Education requirement? Yes N/A

Date approved by the General Education Committee: _____

Briefly explain the proposed changes:

Is this a change or addition to a program prerequisite requirement? Yes N/A

Briefly explain the proposed changes:

Is this a course requirement change within a program and/or general elective requirement? Yes No

Briefly explain the proposed change:

Does this change alter the total credits for the program? Yes No
Briefly explain the proposed change:

Catalog Update: Attached a marked up catalog page with the proposed changes.

SECTION 3: CHANGES TO AN EXISTING ASSOCIATE OR CERTIFICATE

Effective Term: _____

Program Title: _____

Briefly describe proposed change(s) compared to current requirements:

Is this a course requirement change within your program's general education requirement? Yes N/A
Briefly explain the proposed change:

Is this a change or addition to a program prerequisite requirement? Yes N/A
Briefly explain the proposed change:

Is this a course requirement change within a program and/or general elective requirement? Yes N/A
Briefly explain the proposed changes:

Does this change alter the total credits for your program? Yes N/A
Briefly explain the proposed changes:

Catalog Update: Attached a marked up catalog page with the proposed changes.

SECTION 4: APPROVALS

Submitter

Department Chair

Name _____

Name _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Dean

Articulation Officer

Name _____

Name _____

Signature: _____

Signature: _____

Date: _____

Date: _____

This form will not be accepted without the above signatures.

Curriculum and Articulation Chair

Vice President of Academic Affairs

Name _____

Name _____

Signature: _____

Signature: _____

Date: _____

Date: _____