

NWCCU Minor Substantive Change Form Template

Expedite? *

Yes, please process this as an expedited request.

No, please do not process this as an expedited request.

(*Program needs to pay \$1000 if it wants an expedited review.)

Proposed program change: Select all that apply

Certificate (30 semester or 45 quarter credits)

Associate of Arts (AA)

Associate of Science (AS)

Associate of Applied Science (AAS)

Bachelor of Applied Science (BAS)

Minor, Concentration, Emphasis, Option, Track (30 semester or 45 quarter credits)

Bachelor of Arts (BA)

Bachelor of Science (BS)

Master of Science (MS)

Master of Arts (MA)

Doctor of Philosophy (PhD)

Proposed Change: Description of the change for changes to programs, list the full program title:



The number of total credits to program completion:

Date of approval by CPAC:

Number of credits (specify whether quarter or semester):

Instructional Site:

Choose the method of instructional delivery. (Check all that apply):

Face to face

Distance delivery of more than 50% of program requirements

Distance delivery of less than 50% of program requirements

Write a clear statement of the nature and purposes of the change in the context of institutional mission and core themes:

An empty rectangular text box with a thin black border. It features a horizontal scrollbar at the bottom and a vertical scrollbar on the right side, both with standard arrow and track icons.

Provide a brief description of the educational offering(s). Include a list of required program courses in the program sequence:

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Provide a brief description regarding the method of instructional delivery (i.e. percent of face-to-face, hybrid, distance education, and/or competency-based delivery):

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Provide a list and description of expected student learning outcomes:

An empty rectangular text box with a thin black border. It features a horizontal scrollbar at the bottom and a vertical scrollbar on the right side, both with standard arrow and track icons.

Provide a description and the plan for assessing student learning outcomes:

An empty rectangular text box with a thin black border. It features a horizontal scrollbar at the bottom and a vertical scrollbar on the right side, both with standard arrow and track icons.

Describe the following (include evidence when appropriate):

- **The need for the change**

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- The student population to be served

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- The process for making the decision to offer the new program (or to change delivery modes)

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- The organizational arrangements required within the institution to accommodate the change

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- The timetable, with dates, for implementation steps

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Describe the capacity of student support services to accommodate the change. Include a description of admissions, financial aid, advising, library, tutoring, and other support resources specific to this request.

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Describe the implications of the change for services to the rest of the student body.

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Outline the provision/s made for physical facilities and equipment to accommodate the change.

An empty rectangular text box with a thin black border. It features a horizontal scrollbar at the bottom and a vertical scrollbar on the right side, both with standard arrow and track icons.

Describe the adequacy and availability of library and information resources.

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List the educational and professional qualifications of the faculty relative to their individual teaching assignments.

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List the anticipated sources or plans to secure qualified faculty and staff.

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