Name, CIP Code, Program Hours and/or Other Program Modifications Request

GCSU Guidelines for Completing the Proposal for Submission
Use the guidelines lines below in addition to the *Degree Proposal and Curriculum Proposal Cover Sheet* to prepare the proposal for a *Name, CIP Code, Program Hours and/or Other Program Modifications Request*. Include all requested information for items 1 through 16 in the order as described in the guidelines. Doing so will support both the university governance process and successful entry into the USG Academic Proposal Submission Portal.

Guidelines Provided by USG
USG Policy
Changing the Degree Name/Acronym, Major Name, CIP Code, Program hours required, and other substantive program modifications require USG administrative approval. Adding new concentrations within an approved degree typically do not require approval, unless such a change impacts the overall CIP code or program name.

Note that modifying the program does not reset the Comprehensive Program Review cycle.

This is not the correct form to request changes to: program status, program delivery modes, program locations, program website.
SACSCOC Policy
Program Modification, including Program Length changes, are considered substantive changes under certain conditions. Be sure to review the SACSCOC Substantive Change Policies and Procedures (link below) and follow any institutional processes related to substantive changes so that your institution is prepared to submit the request to SACSCOC once USG approval is granted. https://sacscoc.org/accrediting-standards/substantive-changes/

1. Proposal Name

2. Proposal Representatives: Provide the name(s) and email(s) of the individuals who will represent the proposal at university level curriculum committee meetings.

3. Current Degree/Certificate Acronym: Provide the degree acronym exactly as it appears on the CAAP. Example: BS, BA, PHD, EDS, CERG, etc.

4. Current Program Name: Provide the Program Name exactly as it appears on the CAAP.

5. Current CIP Code: Provide the 8-digit CIP code exactly as it appears on the CAAP.

6. Submission Type: List all that apply.
   - Program Name Change
   - Degree/Certificate Acronym Change
   - CIP Code Change
   - Program Hours Change
   - Other Program Modification

7. Effective Term for this Proposed Change: Specify the first term in which the change(s) are proposed to be required. This should be a future term. (Fall, Spring, Summer)

8. Effective Year for this Proposed Change: Please specify the calendar year associated with the term selected above.

9. Provide the specified information for each of the following that apply to proposed changes.
   - Proposed Program Name
   - Proposed Degree/Certificate Acronym
   - Proposed CIP Code (8-digit)
     - Proposed CIP Code Description
     - List the CIP Code Title from NCES for the 6-digit CIP Code selected. For example, the CIP Code Title for 01.0000 is "Agriculture, General."
   - Current Program Hours
   - Proposed Program Hours

10. Change Request Rationale: Provide a narrative that justifies the request for change(s).

11. Learning Outcomes: Describe any changes in program learning outcomes as a result of this change, and the impact this change will have on program graduates.

12. Will current students be automatically moved to the proposed version of this program? *Please contact your Registrar's Office to discuss the implications of this change.* (Respond yes or no. See below.)
    - Yes, all current students will be moved to the proposed version of this program.
    - No, some/all current students will remain in the current version.

13. If the response to question 12 is "no," provide a plan for students who will remain in the current program. This should include the teach out plan including a timeline.

14. Supporting Documents: Provide a side-by-side comparison of the current and proposed programs of study, including all courses along with their associated credit/contact hours and prerequisites. Provide a description of the differences between the programs.

    If requesting a CIP Code change, please also specify which courses fall under the previous CIP Code and also which courses fall under the proposed CIP Code. A narrative should also be provided that explains how the new CIP Code is fully covered by the program.

    If requesting a Program Hour Change that requires a waiver to USG Policy, please include a document outlining any program accreditation requirements and how each course is necessary to meet those requirements.

15. Additional supporting materials may also be attached.

16. Points of Contact: Provide the name(s), email(s), title(s) of the main point(s) of contact if questions arise from submission to USG. Note: These may be the same individuals as the program representatives named above.