



ACADEMIC AFFAIRS GUIDELINES

Section 2:	Programs and Curriculum: Guidelines and Procedures	
Title:	Institutional Substantive Program Modification Requests Summary	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.3.A		05/2021
Reference:	AAC Guideline 2.3 – Substantive Program Modifications	
Related Form(s):	AAC Form 2.3 – Substantive Program Modification Form AAC Form 2.3.A – Institutional Program Modification Summary Form	

Process Summary Quick View

Substantive Program Modification Requests ► Completion of Institutional Substantive Program Modification Request Summary Form ► Posting to institutional website ► CAO ► ESC

1. Requests for substantive program modification changes will follow the process in this guideline in addition to the process established by the Academic Affairs Council (AAC) for each specific substantive program modification request.
2. Institutions shall enter each substantive program modification request proposed at an AAC meeting in an Institutional Substantive Program Modification Requests Summary Form.
3. Institutions shall provide direct hyperlinks to the documentation for each request on the Institutional Substantive Program Modification Requests Summary Form.
4. Institutions shall post the substantive program modification request documents to their Curriculum and Instruction website one week prior to the AAC meeting where the program modification request is on the agenda.
5. The system Chief Academic Officer (CAO) shall track approval of each request on the Institutional Substantive Program Modification Requests Summary Form and notify the Enrollment Services Center (ESC) when approval is granted to enter the approved proposal into the student information system.
6. The institution's Accreditation Liaison Officer is responsible for reporting necessary changes to the Higher Learning Commission.

SOURCE:

AAC February 2017; October 2018 (Clerical). AAC September 2020; AAC May 2021.