ACADEMIC AFFAIRS GUIDELINES

Section 2: Programs and Curriculum: Guidelines and Procedures

Title: Institutional Substantive Program Modification Requests Summary

<table>
<thead>
<tr>
<th>Number (Current Format)</th>
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<th>Date Last Revised</th>
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<td>2.3.A</td>
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<td>05/2021</td>
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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
- 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: