



ACADEMIC AFFAIRS GUIDELINES

Section 2:	Academic Programs and Curriculum: Guidelines and Procedures	
Title:	Substantive Program Modifications	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.3	II.B.4	07/2022
Reference:		
Related Form(s):	AAC Form 2.3 – Substantive Program Modification Form AAC Form 2.3.A – Institutional Program Modification Summary Form	

Approval Summary Quick View

Substantive Program Modification ► VPAA ► Univ. Website ► AAC ► Exec. Dir. Interim Actions Report

Substantive Program Modification Requiring Board Approval ► VPAA ► Executive Director ► Univ. Website ► AAC ► BOR

1. Substantive program modifications include the following:

- Changes in the total credits required within a discipline
- Changes to the total credits of supportive course work within a program
- Changes to the total credits of elective course work within a program
- Changes to the total credits required for the program
- Changes to a program name
- Changes to an existing specialization
- Changes to the program CIP code
- Other related changes

2. Substantive program modifications that change the nature of a program, where there is no or modest change to the curriculum, may be permitted with approval from the Executive Director or designee in rare circumstances. These changes require Board of Regents approval. Examples include:

- Changes to degree awarded (BA to BS)
- Changes to a program name, where the new name is not synonymous with the current name.

3. Program modifications that change 25% or more of the curriculum, change the degree level (ie BS to MS), create an additional program, or otherwise significantly change the program are considered new programs and must seek approval through the new program proposal process.
4. The university Vice President for Academic Affairs (VPAA) places all new substantive program modification requests on her/his university website for review and comment by other Academic Affairs Council (AAC) members and the system Chief Academic Officer (CAO). The university Vice President for Academic Affairs will notify the system Chief Academic Officer and Academic Affairs Council members by email when the material is available for review. Academic Affairs Council members will direct their comments to the university Vice President for Academic Affairs and the system Chief Academic Officer.
5. The system Chief Academic Officer will place the request on the Academic Affairs Council agenda.
6. For substantive program modifications not requiring Board approval:
 - a. Following Academic Affairs Council discussion, the system Chief Academic Officer will make a recommendation to the Executive Director of the Board of Regents. The Executive Director will inform the Board of Regents of his/her decision as part of the Executive Director's Interim Actions report.
 - b. The Board of Regents receives notification of the actions at their first meeting subsequent to the decision.
7. For substantive program modifications requiring Board approval:
 - a. Following Academic Affairs Council discussion, the system Chief Academic Officer will place the substantive program modification on an upcoming agenda for consideration by the Board of Regents.
8. Changes to existing programs must be tracked to comply with accreditation standards and federal regulations. Aggregate change of 25% or more to an existing program requires approval of the accreditor. Reportable changes are referenced in AAC Guidelines 2.21.

SOURCE:

AAC December 2015; October 2018 (Clerical); AAC May 2021; AAC July 2022.