



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 2:</b>	Academic Programs and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Substantive Program Modifications	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.3	II.B.4	10/2018
<b>Reference:</b>		
<b>Related Form(s):</b>	<a href="#">AAC Form 2.3</a> – Substantive Program Modification Form <a href="#">AAC Form 2.3.A</a> – Institutional Program Modification Summary Form	

## Approval Summary Quick View

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

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. 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.
3. The system Chief Academic Officer will place the request on the Academic Affairs Council agenda. 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.
4. The Board of Regents receives notification of the actions at their first meeting subsequent to the decision.

## **SOURCE:**

AAC December 2015; October 2018 (Clerical).