

ISP 166

Program Amendment

PURPOSE

Establishes parameters that need to be satisfied in order to amend a current program.

SUMMARY

A department may choose to amend a program for a series of reasons including, but not limited to, a change in credit hours, curriculum updates, or a program title change. Curriculum Committee and the Office of Community Colleges and Workforce Development (CCWD) must be informed of all program amendments. Northwest Commission on Colleges and Universities (NWCCU) will be notified of program changes exceeding 25% of the currently approved program.

STANDARD

- A) Departments are required to gain approval from the Division Dean for all program amendments prior to notifying the Curriculum Office
- B) All program amendments must be submitted through a State Program Amendment form
- C) All amended programs must meet all required state and/or accreditation requirements
- D) Any course amendments that will affect a program amendment will need to be approved by Curriculum Committee prior to or on the day of the Curriculum Committee program amendment approval
- E) The Curriculum Office will be responsible for updating Colleague, CCWD, NWCCU (if applicable), and Financial Aid about approved program amendments
- F) The Curriculum Office will make available a process document outlining the steps for amending a program
- G) The Curriculum Office will track programs that are currently in the process of being amended

REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	[Date]

Associate of Applied Science (AAS) degrees are intended to prepare graduates for direct entry into the workforce.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for amending programs. Steps are listed in order.

Department Completes Initial Planning

- Discuss program amendment with the Division Dean

Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)

Form

- State Program Amendment Form

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves program amendment*
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Minor Change Application to NWCCU*
- NWCCU approves program amendment*
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc. of program amendment
- Program begins 5-year review cycle

**CCC Board of Education and NWCCU approval are needed only if the program has been altered by 25% or more.*

Certificates of Completion between 45-60 credits have a defined job entry point and are completed in one year.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for amending programs. Steps are listed in order.

Department Completes Initial Planning

- Discuss program amendment with the Division Dean

Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)

Form

- State Program Amendment Form

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves program amendment*
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Minor Change Application to NWCCU*
- NWCCU approves program amendment*
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc. of program amendment
- Program begins 5-year review cycle

**CCC Board of Education and NWCCU approval are needed only if the program has been altered by 25% or more.*

Certificates of Completion between 12-44 credits have a defined job entry point and are completed in less than one year.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for amending programs. Steps are listed in order.

Department Completes Initial Planning

- Discuss program amendment with the Division Dean

Department Submits Forms to Curriculum Office

(submit 2 weeks prior to Curriculum Committee Meetings)

Form

- State Program Amendment Form

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves program amendment*
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Minor Change Application to NWCCU*
- NWCCU approves program amendment*
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc. of program amendment
- Program begins 5-year review cycle

**CCC Board of Education and NWCCU approval are needed only if the program has been altered by 25% or more.*

Name of Process:	Program Amendment Process		
Process Owner:	Curriculum Committee		
Created By:	Dru Urbassik	Last Updated By:	Dru Urbassik
Date Created:	08/08/16	Last Revision Date:	08/08/16
Process Purpose:	The purpose of the Program Amendment Process is to formally outline the steps that need are needed to amend a current program.		
Process Input:	The process input for the Program Amendment Process is the department's determination that a program amendment is needed. Once this need is identified, the Program Amendment Process will be initiated.		
Process Boundaries:	The process boundaries for the Program Amendment Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department's decision that a program amendment is needed. The process's ending boundary is defined by the amendment of a program.		
Process Flow:	<ol style="list-style-type: none"> 1. The department identifies a need for a program amendment. 2. The department meets, discusses, and determines the content for the amendment with the Dean 3. The department completes a State Program Amendment Form and submits it to the Curriculum Office for review 4. The Curriculum Office reviews the form and ensures that state criteria has been met 5. The program amendment is placed on the next Curriculum Committee agenda for approval. Documents that are received by the Thursday of the week prior to the next Curriculum Committee meeting will be placed on the next meeting agenda. Any documents received after this time will be placed on the following meeting agenda 6. The owner of the program amendment must be present at the Curriculum Committee meeting to introduce the program amendment and answer any questions posed by the committee 7. Once approved by the Curriculum Committee the Curriculum Department will submit the program amendment to the CCC Board of Education for approval if necessary (Please see the Exceptions to Normal Process Flow section of this document for additional information) 8. Once approved by the CCC Board of Education, the Curriculum Office submits the program forms to the Office of Community Colleges and Workforce Development (CCWD) for approval 9. Once approved by CCWD the Curriculum Office notifies Northwest Commission on Colleges and Universities (NWCCU) of the program amendment, if necessary (Please see the Exceptions to Normal Process Flow section of this document for additional information) 10. Once approved by the NWCCU the Curriculum Office updates Colleague and notifies CCC Departments of the program amendment 		
Process Output:	The output for this process is a program amendment.		

<p>Exceptions to Normal Process Flow:</p>	<ol style="list-style-type: none"> 1. Any program amendments that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year, no later than the second meeting of the new academic year 2. Program amendment requests that are incomplete will not go to Curriculum Committee until a complete request is received by the Curriculum Office 3. Program amendment requests that go to Curriculum Committee but do not have representation may be denied if questions and concerns cannot be addressed and answered. This may result in denial or delay of approval 4. NWCCU will be notified of program amendments when 25% or more of the current program is being altered 5. If NWCCU is being notified of the program amendment, the CCC Board of Education will also have to review and approve the program amendment before it is submitted to NWCCU
<p>Time Constraints and Processing:</p>	<ol style="list-style-type: none"> 1. Curriculum Committee does not meet during summer term. New programs submitted during the summer term will be addressed when Curriculum Committee reconvenes in fall term, no later than the second meeting of the new academic year 2. Program amendment requests must be submitted two weeks prior to Curriculum Committee meetings 3. The Curriculum Office will submit program amendments to CCWD within one week of CCC Board of Education approval 4. CCWD approval may take 4-6 weeks, sometimes longer 5. The Curriculum Office will submit program amendments to NWCCU within one week of CCWD approval 6. NWCCU approval may take up to 6 months 7. The Financial Aid Office will update funding information within a week of being notified by NWCCU 8. Funding updates may take from 4-6 weeks to be processed 9. The Curriculum Office will update the Student Information System within one week of being informed of the funding updates by the Financial Aid Office 10. The entire Program Amendment process may take 8 months or longer to complete

Program Amendment

