**Program Amendment**

**Process Document**

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| **Name of Process:** | Program Amendment Process |
| **Process Owner:** | Curriculum Office |
| **Created By:** | Curriculum Office | **Last Updated By:** | Curriculum Office |
| **Date Created:** | 08/08/16 | **Last Revision Date:** | 06/01/18 |
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| **Process Purpose:** | Formally outline the steps that are needed to amend a current program.  |
| **Process Input:** | The department identifies a need for a program amendment. |
| **Process Boundaries:** | The starting boundary is the department’s decision that a program amendment is needed. The ending boundary is the amendment of a program.  |
| **Process Flow:** | 1. The department identifies a need for a program amendment.
2. The department assesses the need and impact of an amendment.
3. The department and the Division Dean determine the content of the amendment.
4. The department requests a current Program Amendment form, which lists the currently approved curriculum, from the Curriculum Office.
5. The department makes changes to the program curriculum on the Program Amendment form.
6. The department requests and receives Division Dean approval in the form of a signature on the Program Amendment form.
7. The department submits the signed Program Amendment form it to the Curriculum Office for review.
8. The Curriculum Office reviews the form and ensures Community College and Workforce Development (CCWD) criteria has been met.
9. The Curriculum Office puts the program amendment on the next Curriculum Committee agenda for approval. See Time Constraints for Agenda Item Deadlines.
10. The Curriculum Office requests and receives confirmation that the owner of the program, or other representative, will present the program amendment at the scheduled Curriculum Committee meeting.
11. The owner of the program amendment presents at the Curriculum Committee meeting to introduce the amendment and answer questions posed by the Committee.
12. Curriculum Committee reviews and approves the program amendment during the meeting.
13. The Curriculum Office presents the program amendment for review at College Council if the amendment has a high impact on the College.
14. The Curriculum Office presents the program amendment for review at President’s Council if necessary.
15. President’s Council recommends program amendment approval from the CCC Board of Education if necessary.
16. The Curriculum Office requests and receives program amendment approval from the CCC Board of Education if necessary.
17. The Curriculum Office requests and receives program amendment approval from CCWD.
18. The Curriculum Office requests and receives program amendment approval from Northwest Commission on Colleges and Universities (NWCCU) if necessary.
19. The Curriculum Office updates internal records with the approved information after the appropriate level of approval is received.
20. The Curriculum Office contacts Financial Aid to inform them of any changes in the case there is an impact on Financial Aid.
21. Graduation Services updates the program information in the Student Information System for the next academic year after the release of the next year’s catalog.
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| **Process Output:** | The output for this process is a program amendment. |
| **Exceptions to Normal Process Flow:** | 1. Curriculum Committee meets the first and third Fridays, Fall Term through Spring Term.
2. Any program amendments that are not reviewed by the Curriculum Committee by the end of the academic year are reviewed during the following academic year.
3. The Curriculum Office notifies the submitter if the amendment is not approved by the Committee
4. Program amendment requests that are incomplete do not go to Curriculum Committee until a complete request is received by the Curriculum Office
5. 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.
6. The Curriculum Office notifies NWCCU when 25% or more of the program is being altered.
7. Programs with fewer than 45 credit hours are not submitted to NWCCU.
8. President’s Council and the CCC Board of Education review and approve all programs amendments submitted to NWCCU before submission.
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| **Time Constraints and Processing:** | 1. Curriculum Committee does not meet during summer term. New programs submitted during the summer term are 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 one week prior to Curriculum Committee meetings.
3. The Curriculum Office submits 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 submits program amendments to NWCCU within two weeks of CCWD approval.
6. NWCCU approval may take up to 6 months.
7. The Financial Aid Office updates funding information within two weeks of being notified by the Curriculum Office.
8. Funding updates may take from 4-6 weeks to process.
9. All Program Amendments take affect the following academic year.
10. **The entire Program Amendment process may take 8 months or longer to complete.**
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