Curriculum/Program Change Form and Guidelines

This form and accompanying guidelines support the **first step** in the process for curriculum changes. The information provided below will be used to support the appropriate University and/or accreditation process, after review and/or approval by the Academic Program Committee. If you have questions about proposing changes, refer to the [APC Website](https://sph.unc.edu/resource-pages/academic-programs-committee/) or contact the Director of Academic Assessment and Accreditation (Tina Ruff, [tinaruff@unc.edu](mailto:tinaruff@unc.edu)).

|  |  |  |
| --- | --- | --- |
| Department, Degree, and Concentration: | Department Contact: | |
| Type and Brief Description of Change(s) Requested: **NEW, REVISION, TERMINATION, OTHER** | Notification Only:  Approval Needed | |
| Modality/Location (residential, online, hybrid): | Implementation Semester and Year: | |
| **Needs Assessment and Justification:** Include information and data that justifies the need for this request, such as student demand, employment opportunities, opportunities to collaborate with internal or external partners, competency changes, etc. | | |
| **Operational Impact:** Include IT, facility, personnel, expenses and revenues as appropriate. | | |
| [**Accreditation**](https://sph.unc.edu/resource-pages/accreditation/) **Considerations** (Program Specific and/or CEPH): Include notification requirements and other considerations based on applicable accreditation guidelines or after consultation with the [Director, Academic Assessment and Accreditation](mailto:tinaruff@unc.edu). | | |
| **Other Considerations**: Include impact on other programs (e.g., course availability). | | |
| **REVIEW ACTION** | | **DATE REVIEWED**  **(if applicable)** |
| 1. Department (faculty and Chair) | |  |
| 1. Academic Program Committee (include other committees as appropriate such as MPH Steering Committee) | |  |
| 1. Dean | |  |
| 1. University Academic Planning Unit (Graduate School, Office of Undergraduate Education) | |  |
| 1. Council on Education for Public Health (CEPH) | |  |

Sources: [The Graduate School](https://gradschool.unc.edu/facultystaff/curriculumchanges/) and [Office of Undergraduate Education](https://curricula.unc.edu/)

NOTIFICATIONS AND APPROVALS FOR **GRADUATE** PROGRAMS/CURRICULA CHANGES

|  |  |  |  |
| --- | --- | --- | --- |
|  | SPH APC | Graduate School | CEPH  Sensitive1 |
| New degree proposals | Approval | Approval | Yes |
| Dual degree proposals, including dual bachelor's-graduate programs | Approval | Approval | Yes |
| New certificate program proposals | Approval | Approval | No |
| Substantial/major changes to graduate program content or curriculum, e.g., new concentration/track, credit hour revision,  change in required courses, change that affects other departments2 | Approval | Approval | Yes |
| Minor changes to existing degree or certificate program requirements, e.g., changes to electives, renaming a track within a  program2 | Notification | Notification | No |
| Course additions and changes at the graduate level that are not part of a new program proposal3 | Notification | Approval | No |
| Renaming a degree | Notification | Approval | No |
| Admission suspension or program discontinuations | Notification | Notification | Yes |
| Petitions to change approved substitutes for either the thesis or comprehensive exam requirements | Notification | Approval | No |
| GRE test score waivers for whole academic programs | Notification | Approval | No |
| Reclassification of a degree program4 | Notification | Approval | No |

1 The school must notify CEPH in writing before making any substantive change that affects its mission or degree offerings after accreditation has been awarded. A substantive change includes, but is not limited to, the following changes: a major change in the established mission or objectives of the accreditation unit; offering of a new degree; the addition or discontinuance or temporary suspension of an area of specialization; the offering of a degree program that differs substantially in method of delivery from those previously reviewed; the offering of a degree program at a site distant from the unit; a substantial increase or decrease in the length of a degree program; and the revision of basic requirements of any degrees as specified in the accreditation criteria. <https://ceph.org/constituents/schools/substantive-change-notices/>

2 Determining whether a change is “substantial” is often a judgement call between the program, the APC, and the Graduate School, i.e., there is no hard and fast definition of major vs. minor revisions. The Graduate School prefers to have a discussion or email exchange about any revisions to determine whether a more formal review and approval is necessary.

3 The Graduate School reviews and approves all course additions and changes at the graduate level through CIM.

4 [CIP user site (ed.gov)](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55)

NOTIFICATIONS AND APPROVALS FOR **UNDERGRADUATE** PROGRAMS/CURRICULA CHANGES

|  |  |  |  |
| --- | --- | --- | --- |
|  | SPH APC | Office of  Undergraduate Curricula5 | CEPH  Sensitive6 |
| New degree proposals7 | Approval | Notification/ Review | Yes |
| Dual degree proposals, including dual bachelor's-graduate programs | Approval | Notification/ Review | Yes |
| Substantial changes to undergraduate program content or  curriculum, e.g., new concentration/track; credit hour revisions; change in required courses | Approval | Notification | Yes |
| Minor revisions to existing degree program requirements, e.g., changes to electives, renaming a track within a program | Notification | Notification | No |
| Course additions and changes at the undergraduate level not part of a new program proposal8 | Notification | Approval | No |
| Renaming a degree | Notification | Notification | No |
| Admission suspension or program discontinuations | Notification | Notification | Yes |

5 It is important to notify the Office of Undergraduate Curricula of changes to ensure that necessary updates are made to the Undergraduate Catalog.

6 The school must notify CEPH in writing before making any substantive change that affects its mission or degree offerings after accreditation has been awarded. A substantive change includes, but is not limited to, the following changes: a major change in the established mission or objectives of the accreditation unit; offering of a new degree; the addition or discontinuance or temporary suspension of an area of specialization; the offering of a degree program that differs substantially in method of delivery from those previously reviewed; the offering of a degree program at a site distant from the unit; a substantial increase or decrease in the length of a degree program; and the revision of basic requirements of any degrees as specified in the accreditation criteria. <https://ceph.org/constituents/schools/substantive-change-notices/>

7 New degree programs should be reviewed by the College of Arts and Sciences’ Administrative Boards. The College’s Boards will provide feedback, but they do not vote on or approve degree programs from professional schools.

8 The Office of Undergraduate Curricula reviews and approves all course additions and changes at the undergraduate level through CIM.