

Change an Academic Program

Full Proposal

Changes to academic programs include renaming the program, restructuring of requirements and credits for the degree, or changes in array of courses (does not involve a change in the number of credits).

1. A detailed description of the changes to the program, rationale, and educational objectives. A brief description of the disciplinary reasons guiding the proposed program (i.e. developments in the field, accreditation standards, employer feedback)

2. Curriculum (Include a semester-by-semester curriculum grid)

1. Special characteristics of the program, type and level of instruction, new courses to be developed or syllabi of existing courses, sequencing of courses, concentrations or tracks, and other requirements such as comprehensive exams, theses, practica, non-standard grading scales, auditions, portfolio review, etc.
2. Description of how courses will be scheduled to ensure that students will be able to complete the course of study within a reasonable time frame. Time limits for completion may vary but should be no longer than 4 years if the program will be advertised as a four year undergraduate program. Master programs are normally 2 or 3 years and may not exceed 6 years. Doctoral programs may not exceed 7 years.
3. List campus(es) where the program will be offered or indicate if program will be delivered at an off-campus, non-Temple location

3. Impact on Faculty and Students

1. Faculty: Discussion of availability of faculty to support the program, including information about the hiring of new staff and faculty and/or reassignments of existing personnel (instructional deployment)
2. Students: Changes in requirements for admission to the program, plans for recruiting students, projection of the availability of qualified students, demand for revised program, and anticipated employment or advanced study opportunities for graduates of the program

4. Impact on Resources

1. Any changes in special tuition or fees to be charged. If graduate program, how will the students be supported?
2. Include campus(es) where the program will be offered.

3. The short- and long-term effects on other University programs, including increased or decreased demand for courses or services, loss or addition of students, student aid, Library, or computing resources, etc.
4. An analysis of the impact on space resources, including office, laboratory, and classroom space, must be included.

5. Assessment - What are the program goals (student learning outcomes)? How will student learning be evaluated? What will be considered evidence of student learning and success?

6. Implementation

1. Provide an implementation plan with detailed chronology.
2. Include full description of impact on enrolled students, describing options for, requirements to transfer to the new program, time limits for completion and other procedures.
3. Include draft copies of correspondence to be sent to students.

Note: If this restructuring will also involve renaming or restructuring of departments, please provide a description of the changes involved. Also include a listing of all faculty, by seniority, in their current departments and in the proposed structure.

7. Process for Development of Proposal

1. List any collegial committees that reviewed, endorsed or approved proposal
2. Discuss how proposal relates to visiting team recommendations from most recent periodic program review
3. Describe any implications for accreditation