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| Type of Change | Page Number |
| 1. Change in diploma or degree course requirements that does not change the CIP code or add an emphasis or concentration of 18 hours or more | [2](#A) |
| 1. Change in certificate course requirements that does not decrease the hours below 16 hours | [3](#B) |
| 1. Change in certificate course requirements that decreases the hours below 16 hours | [4](#C) |
| 1. Change in program title | [5](#D) |
| 1. Change in program entry options, graduation requirements, and/or program entry requirements | [6](#E) |
| 1. Changes to the program outcomes, course linkages, assessment methods and/or assessment criteria | [7](#F) |
| 1. New diploma or degree program that is associated with a currently offered program (50% or more of courses from an existing program, does not require significant new resources and/or faculty with different credentialing) A program is considered new if the CIP code is altered or a concentration or emphasis of 18 hours or more is added to a current program. | [8-9](#G) |
| 1. New diploma, or degree program that is different (less than 50% of the courses are associated with any program) from any currently offered diploma or degree and/ or requires significant new resources and/or faculty with different credentialing. This change is only for those programs being taught at approved sites. | [10-11](#H) |
| 1. New permanent technical certificate that is associated with a currently offered program (50% or more of courses are from an existing program), consisting of 16 credit hours or more and will be taught at approved sites | [12](#I) |
| 1. New permanent technical certificate that is associated with a currently offered program (50% or more of courses are from an existing program), consisting of less than 16 credit hours and will be taught at approved sites | [13](#J) |
| 1. New permanent technical certificate that is not associated with a currently offered program (50% or less of courses are from an existing program), consisting of 16 credit hours or more and will be taught at approved sites | [14](#K) |
| 1. New permanent technical certificate that is not associated with a currently offered program (less than 50% of courses are from an existing program), consisting of less than 16 credit hours and will be taught at approved sites | [15](#L) |
| 1. New certificate for workforce development (technical programs) requested by business or industry that will not be ongoing and is different from any currently offered programs (less than 50% of the courses are associated with any existing program) and consists of 16 credit hours or more(can be taught at an approved or unapproved site) | [16](#M) |
| 1. New certificate for workforce development (technical programs) requested by business or industry that will not be ongoing and is different from any currently offered programs (less than 50% of the courses are associated with any existing program) and consists of less than 16 credit hours or more(can be taught at an approved or unapproved site) | [17](#N) |
| 1. New certificate for transfer students that is different from a currently offered programs (less than 50% of the courses are associated with any existing program) and/or requires significant new resources and/or faculty with different credentialing and will be taught at approved sites | [18](#O) |
| 1. New certificate for transfer students that is associated with a currently offered program (50% of the courses are associated with any existing program) and will be taught at approved sites | [19](#P) |
| 1. Termination of a program | [20](#Q) |
| 1. New Courses in the Catalog of Approved Courses | [21](#R) |
| 1. New Courses not in the Catalog of Approved Courses | [22](#S) |
| 1. Change in course name, course description, credits, program in which the course is used, prerequisites, co-requisites, or scheduling options | [23](#T) |
| 1. Change in course outcomes, assessment methods, linkages to program outcomes, and/or assessment criteria in WIDS | [24](#U) |
| 1. Other types of changes | [25](#V) |

| **Program Changes** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
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| A. Change in diploma or degree course requirements that does not change the CIP code or add an emphasis or concentration of 18 hours or more | **Initiate:**  [Program Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiates:** |
| **Approve:** | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve**: |
| **Total Lead Time:**  3 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead time:** |

| **Program Changes** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
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| B. Change in certificate course requirements that does not decrease the hours below 16 hours | **Initiate:**  [Program Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiates:** |
| **Approve:** | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve**: |
| **Total Lead Time:**  3 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead time:** |

| **Program Changes** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** | **Financial Aid (Dept of Ed)** |
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| C. Change in certificate course requirements that decreases the hours below 16 hours | **Initiate:**  [Program Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiates:** | **Initiates:** Letters to effected students and removal of program from list of programs that may receive financial aid |
| **Approve:** | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve**: | **Approve:** |
| **Total Lead Time:**  6 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead time:** | **Lead time:**  3 months |

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| **Program Changes** | **Faculty Member** | **Dept** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR** | **Financial  Aid (Dept of Ed)** |
| D. Change in program title | **Initiate:**  [Program Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx)  Including [Notification of Change Form](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Notification%20of%20Change-Appendix%20C-Revised%204-12-10.doc) for Diploma and Associate Degrees | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Certificate - Email to Hope Rivers with old title, new title, CIP code and effective term prior to implementation | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification for SACS | **Initiate:** Notification for Department of Education |
| **Approve:** | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** Notification of Change Form for Diplomas and Associate Degrees | **Approve:** Notification of Change Form for degree programs only | **Approve**: | **Approve**: |
| **Total Lead Time:** 6 months for certificate; 8 months for diploma or degree | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** 60 days prior to implementation for Certificates; 4 months prior to implementation for diplomas or degrees | **Lead Time:** | **Lead Time:**  30 days | **Lead Time:**  30 days |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
| E. Change in program entry options, graduation requirements, and/or program entry requirements | **Initiate:** [Program Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** Program Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve**: |
| **Total Lead Time:**  3 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
| F. Changes to the program outcomes, course linkages, assessment methods and/or assessment criteria | **Initiate:**  [Program Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:**  Program Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve**: |
| **Total Lead Time:**  4 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** |
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| G-1. New diploma or degree program that is associated with a currently offered program (50% or more of courses from an existing program, does not require significant new resources and/or faculty with different credentialing) A program is considered new if the CIP code is altered or a concentration or emphasis of 18 hours or more is added to a current program. | **Initiate:** [New Program Planning for SBTCE](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20New%20Program%20Planning%20Summary%20Form.docx) (see [State Tech Needs Survey Guidelines](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20Needs%20Survey%20Guidelines.pdf), [State Tech New Program Employment Needs Survey](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20New%20Program%20Employment%20Needs%20Survey.docx), [State Tech Planning Summary Checklist](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20Planning%20Summary%20Checklist.pdf), [State Tech Summary of Employment Needs Survey](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20Summary%20of%20Employment%20Needs%20Survey.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Notification for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:** New Program Planning for SBTCE | **Approve:** New Program Planning for SBTCE | **Approve:** | **Approve:**  New Program Planning for SBTCE | **Approve:** New Program Planning for SBTCE | **Approve:** | **Approve:** New Program Planning for SBTCE | **Approve:** Degree Only **–** New Program Planning for SBTCE |
| **Total Lead Time:**  2 ½ months for diploma and 5 ½ for degree | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:**  2 weeks | **Lead Time:** Up to 3 months for Planning Cycle - documents due on Dec 1, March 1, June 1, or Sept 1. Up to 3 months for full proposal-documents due May 1 for the approval round starting on Dec 1; Aug 1 for the approval round starting on March 1; Feb 1 for the approval round starting on Sep 1; and Nov for the approval round starting on June 1 |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** | **Financial  Aid (Dept of Ed)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| G-2. New diploma or degree program that is associated with a currently offered program (50% or more of courses from an existing program, does not require significant new resources and/or faculty with different credentialing) A program is considered new if the CIP code is altered or a concentration or emphasis of 18 hours or more is added to a current program. | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) (see [Notice Format for](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx)  [Intent to Offer an Educational Program](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx), [State Tech New Program Proposal Checklist](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/State%20Tech%20New%20Program%20Proposal%20Checklist.pdf), [State Tech New Program Proposals Form](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/State%20Tech%20New%20Program%20Proposals%20Form.docx), [State Tech New Programs Formula Comp Worksheets](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/State%20Tech%20New%20Programs%20Formula%20Comp%20Worksheets.xls) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Notification for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification to SACS | **Reviews and mails (Fin Aid):** Notice Format for  Intent to Offer an Educational Program for Diploma Programs Only |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:**  New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Planning Documents - Full Proposal Documents | **Approve:** Degree Only **–** New Program Planning Documents then Full Proposal Documents | **Approve:** | **Approves (Dept of Ed):**  Notice Format for  Intent to Offer an Educational Program for Diploma Programs Only |
| **Total Lead Time:**  10 months for degree and 14 months for diploma | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4 to 6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** up to 3 months | **Lead Time:**  2 weeks | **Lead Time:** Up to 3 months for Planning Cycle – see [State Tech New Program Proposal Cycle Calendars](http://etcdata.tctc.edu/VPAACurriculum_Committee/Curriculum_Process_Forms/State%20Tech%20New%20%20Program%20Proposal%20Cycle%20Calendars.pdf) | **Lead Time:**  Before implementation | **Lead time:**  4 months for Diploma Programs Only |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** |
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| H-1. New diploma, or degree program that is different (less than 50% of the courses are associated with any program) from any currently offered diploma or degree and/ or requires significant new resources and/or faculty with different credentialing. This change is only for those programs being taught at approved sites. | **Initiate:** [New Program Planning for SBTCE](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20New%20Program%20Planning%20Summary%20Form.docx) (see [State Tech Needs Survey Guidelines](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20Needs%20Survey%20Guidelines.pdf), [State Tech New Program Employment Needs Survey](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20New%20Program%20Employment%20Needs%20Survey.docx), [State Tech Planning Summary Checklist](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20Planning%20Summary%20Checklist.pdf), [State Tech Summary of Employment Needs Survey](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Planning/State%20Tech%20Summary%20of%20Employment%20Needs%20Survey.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Notification for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:** New Program Planning for SBTCE | **Approve:** New Program Planning for SBTCE | **Approve:** | **Approve:**  New Program Planning for SBTCE | **Approve:** New Program Planning for SBTCE | **Approve:** | **Approve:** New Program Planning for SBTCE | **Approve:** Degree Only **–** New Program Planning for SBTCE |
| **Total Lead Time:**  2 ½ months for diploma and 5 ½ for degree | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:**  2 weeks | **Lead Time:** Up to 3 months for Planning Cycle - documents due on Dec 1, March 1, June 1, or Sept 1. Up to 3 months for full proposal-documents due May 1 for the approval round starting on Dec 1; Aug 1 for the approval round starting on March 1; Feb 1 for the approval round starting on Sep 1; and Nov for the approval round starting on June 1 |

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| **Program Changes** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** | **Financial  Aid (Dept of Ed)** |
| H-2. New diploma, or degree program that is different (less than 50% of the courses are associated with any program) from any currently offered diploma or degree and/ or requires significant new resources and/or faculty with different credentialing. This change is only for those programs being taught at approved sites. | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) (see [Notice Format for](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx)  [Intent to Offer an Educational Program](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx), [State Tech New Program Proposal Checklist](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/State%20Tech%20New%20Program%20Proposal%20Checklist.pdf), [State Tech New Program Proposals Form](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/State%20Tech%20New%20Program%20Proposals%20Form.docx), [State Tech New Programs Formula Comp Worksheets](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/State%20Tech%20New%20Programs%20Formula%20Comp%20Worksheets.xls)  Contact M. Burdette for additional requirements for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification and Full Prospectus | **Reviews and mails (Fin Aid):** Notice Format for  Intent to Offer an Educational Program for Diploma Programs Only |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** , Full Proposal Documents | **Approve:** Degree **–**Full Proposal Documents | **Approve (SACS):**  Notification and Full Prospectus | **Approves (Dept of Ed):**  Notice Format for  Intent to Offer an Educational Program for Diploma Programs Only |
| **Total Lead Time:**  up to 15 and ½ months for degree and 19 ½ for diploma | **Lead Time:**  2 weeks | **Lead Time:**  weeks  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  up to 3 months | **Lead Time:** | **Lead Time:**  Up to 3 months for Planning Cycle – see [State Tech New Program Proposal Cycle Calendars](http://etcdata.tctc.edu/VPAACurriculum_Committee/Curriculum_Process_Forms/State%20Tech%20New%20%20Program%20Proposal%20Cycle%20Calendars.pdf) | **Lead Time:**  Notification 6 months prior to implementation  Full Prospectus 3 months prior to implementation | **Lead time:**  4 months for Diploma Programs Only |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** | **Financial  Aid (Dept of Ed)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I. New permanent technical certificate that is associated with a currently offered program (50% or more of courses are from an existing program), consisting of 16 credit hours or more and will be taught at approved sites | **Initiate:** [New Program Proposal Cover Sheet](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) and attachments  Including [Notice Format for](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx)  [Intent to Offer an Educational Program](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Certificate - Approval request via Curriculum Management System  Notification | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification to SACS | **Reviews and mails (Fin Aid):** Notice Format for  Intent to Offer an Educational Program |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):** Notification | **Approves (Dept of Ed):**  Notice Format for  Intent to Offer an Educational Program |
| **Total Lead Time:**  13 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4 to 6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** up to 3 months | **Lead Time:** Certificate **-** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  30 days | **Lead time:**  4 months |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** |
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| J. New permanent technical certificate that is associated with a currently offered program (50% or more of courses are from an existing program), consisting of less than 16 credit hours and will be taught at approved sites | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Certificate - Approval request via Curriculum Management System  Notification | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification to SACS |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):** Notification |
| **Total Lead Time:**  9 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4 to 6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** up to 3 months | **Lead Time:** Certificate **-** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  30 days |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** | **Financial  Aid (Dept of Ed)** |
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| K. New permanent technical certificate that is not associated with a currently offered program (50% or less of courses are from an existing program), consisting of 16 credit hours or more and will be taught at approved sites | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx)  Including [Notice Format for Intent to Offer an Educational Program](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx) Contact M. Burdette for additional requirements for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Certificate - Approval request via Curriculum Management System  Notification | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Full Prospectus | **Mails (Fin Aid):** Notice Format for  Intent to Offer an Educational Program |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):**  Full Prospectus | **Approves (Dept of Ed):**  Notice Format for  Intent to Offer an Educational Program |
| **Total Lead Time:**  15 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4 to 6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** up to 3 months | **Lead Time:** Certificate **-** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  3 months | **Lead time:**  4 months |

| **New Programs** | **Faculty Member** | **Dept Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** |
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| L. New permanent technical certificate that is not associated with a currently offered program (less than 50% of courses are from an existing program), consisting of less than 16 credit hours and will be taught at approved sites | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx)  Contact M. Burdette for additional requirements for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:**  Certificate - Approval request via Curriculum Management System  Notification | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Full Prospectus |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):**  Full Prospectus |
| **Total Lead Time:**  11 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4 to 6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** up to 3 months | **Lead Time:** Certificate **-** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  3 months |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** | **Financial  Aid (Dept of Ed)** |
| M. New certificate for workforce development (technical programs) requested by business or industry that will not be ongoing and is different from any currently offered programs (less than 50% of the courses are associated with any existing program) and consists of 16 credit hours or more(can be taught at an approved or unapproved site) | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx)  Including [Notice Format for Intent to Offer an Educational Program](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/New%20Program/New%20Program%20Proposal/Federal%20Financial%20Aid%20Approval%20Form.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Certificate - Approval request via Curriculum Management System for the System Office | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Modified Prospectus | **Reviews and mails (Fin Aid):** Notice Format for  Intent to Offer an Educational Program |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:**  New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):**  Modified Prospectus | **Approves (Dept of Ed):**  Notice Format for  Intent to Offer an Educational Program |
| **Total Lead Time:**  Up to 15 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  Up to 3 months | **Lead Time:** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  2 months | **Lead time:**  4 months |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** |
| N. New certificate for workforce development (technical programs) requested by business or industry that will not be ongoing and is different from any currently offered programs (less than 50% of the courses are associated with any existing program) and consists of less than 16 credit hours or more(can be taught at an approved or unapproved site) | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx)  Contact M. Burdette for additional requirements for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Certificate - Approval request via Curriculum Management System for the System Office | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Modified Prospectus |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:**  New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):**  Modified Prospectus |
| **Total Lead Time:**  Up to 15 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  Up to 3 months | **Lead Time:** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  3 months |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** |
| O. New certificate for transfer students that is different from a currently offered programs (less than 50% of the courses are associated with any existing program) and/or requires significant new resources and/or faculty with different credentialing and will be taught at approved sites | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx)  Contact M. Burdette for additional requirements for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Certificate - Approval request via Curriculum Management System for the System Office | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification and Full Prospectus |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:**  New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):**  Notification and Full Prospectus |
| **Total Lead Time:**  Up to 15 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  Up to 3 months | **Lead Time:** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  Notification 6 months prior to implementation  Full Prospectus 3 months prior to implementation |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **IR (SACS)** |
| P. New certificate for transfer students that is associated with a currently offered program (50% of the courses are associated with any existing program) and will be taught at approved sites | **Initiate:** [New Program Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Certificate - Approval request via Curriculum Management System for the System Office | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):** Notification to SACS |
| **Approve:** | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:**  New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** New Program Proposal Cover Sheet and attachments | **Approve:** Certificate - Approval request via Curriculum Management System | **Approve:** | **Approve (SACS):** Notification |
| **Total Lead Time:**  9 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  Up to 3 months | **Lead Time:** 30 days prior to implementation | **Lead Time:** | **Lead Time:**  30 days |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** | **Financial  Aid (Dept of Ed)** |
| Q. Termination of a program | **Initiate:** [Program Deletion Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Program%20Forms/Program%20Deletion%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Annual Program Evaluation for System Office  Notification to SACS with explanation of how affected students and faculty were notified for SACS | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate (IR):**  Notification with explanation of how affected students and faculty were notified | **Initiate:** Notification for Department of Education |
| **Approve:** | **Approve:** Program Deletion Proposal Cover Sheet and attachments | **Approve:** Program Deletion Proposal Cover Sheet and attachments | **Approve:** Program Deletion Proposal Cover Sheet and attachments | **Approve:** Program Deletion Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** Annual Program Evaluation | **Approve:** Annual Program Evaluation | **Approve (SACS):** Notification with explanation of how affected students and faculty were notified | **Approve**: |
| **Total Lead Time:**  4 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** 30 days | **Lead Time:**  30 days |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
| R. New Courses in the Catalog of Approved Courses | **Initiate:** [New Course Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Course%20forms/New%20Course%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve:** |
| **Total Lead Time:**  3 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
| S. New Courses not in the Catalog of Approved Courses | **Initiate:**  [New Course Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Course%20forms/New%20Course%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** Approval request via Curriculum Management System for the System Office | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** New Course Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** Approval request via Curriculum Management System | **Approve:** | **Approve:** |
| **Total Lead Time:**  11 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** 21 days prior to implementation | **Lead Time:** | **Lead Time:** |

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| **Course Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
| T. Change in course name, course description, credits, program in which the course is used, prerequisites, co-requisites, or scheduling options | **Initiate:** [Course Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Course%20Forms/Course%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:** Course Change Proposal Cover Sheet and attachments | **Approve:** Course Change Proposal Cover Sheet and attachments | **Approve:** Course Change Proposal Cover Sheet and attachments | **Approve:** Course Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve**: |
| **Total Lead Time:**  3 months | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:**  4-6 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** |

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| **Program Changes** | **Faculty Member** | **Department Head** | **Dean** | **Curriculum Committee** | **VP for Academic Affairs** | **President** | **Commission** | **System Office** | **CHE** | **SACS** |
| U. Change in course outcomes, assessment methods, linkages to program outcomes, and/or assessment criteria in WIDS | **Initiate:**  [Course Change Proposal Cover Sheet and attachments](http://etcdata.tctc.edu/VPAA/Curriculum_Committee/Curriculum_Process_Forms/Course%20Forms/Course%20Change%20Proposal%20Cover%20Sheet.docx) | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** | **Initiate:** |
| **Approve:** | **Approve:**  Course Change Proposal Cover Sheet and attachments | **Approve:**  Course Change Proposal Cover Sheet and attachments | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve:** | **Approve:** |
| **Total Lead Time:**  4 weeks | **Lead Time:**  2 weeks | **Lead Time:**  2 weeks | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** | **Lead Time:** |

**V. Curriculum Changes handled out of the Vice President of Academic Affairs Office using automated processes - (Process to is performed 3 months before the start of each semester in the IR Department)**

Offering 25% - 49% of a program online using approved distance learning methods (WebCT) - Notification to SACS prior to implementation

Offering 50% or more of a program online using approved distance learning methods (WebCT) - Notification to SACS prior to implementation

Offering 100% of a program online - Notification of Change Form for System Office 4 months prior to implementation

Offering 25% to 49% of an approved program (other than short-term workforce development) at an approved off campus site - notification to SACS prior to implementation

Offering 50% or more of an approved program (other than workforce development) at an approved off campus site – notification to SACS prior to implementation

**Curriculum Changes handled out of the Vice President of Academic Affairs Office**

Adding a different means of instructional delivery in a program other than WebCT, face-to-face, or hybrid – notification to SACS 6 months prior to implementation and full prospectus 3 months before implementation

Adding a new approved site