



Request to Modify an Existing Academic Program

Use this form to request modifications to an existing program. Please check all that apply. This request requires EPC approval, Board of Trustees approval and may, in the cases of change of program length or significant modification of program content, require SACSCOC notification or approval. For most actions, please allow at least one full semester to complete these processes when planning. For substantial changes to length or program content, please allow one full year prior to implementation. When complete, please submit one electronic copy of this request to smuepc@smu.edu.

Date

Submitting Department

Submitting School

Academic Program (Degree) to be Modified

Proposed Catalog Implementation Term and Year

Academic Program Level (Please select only one)

- | | |
|---|---|
| <input type="checkbox"/> Undergraduate Degree (e.g. B.A./ B.S.) | <input type="checkbox"/> Graduate Degree (MBA/ Ph.D.) |
| <input type="checkbox"/> Graduate Certificate | <input type="checkbox"/> Undergraduate Minor |

Type of Program Modification (Please check all that apply)

- Change to Program Length
- Change to Required Content in Program
- Change to Elective Content in Program
- Change to Program Name
- Change to Program CIP code
- Change to Program Department/School
- Addition of Transcribed Specialization or Concentration
- Other Change (**please describe below**)

**For a discontinuance of a transcribed specialization or concentration, please use the Request to Discontinue and Academic Program.*

***Except in cases where there is clear evidence of misalignment, a CIP code change should only be requested as part of a major redesign of an academic program.*

Background and Context

Describe the planned modification to the academic program and give a rationale for the change.

Please describe the student population enrolled in the program (give details about the numbers and types of students enrolled).

Describe and provide documentation of faculty involvement in the planned modification of the program.

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Structure of Program

Structure of Program Before and after Modification: Fill out the chart below to illustrate the change the modification will have on the structure of the academic program. You do not need to complete this section for modifications that do not impact the structure of the program (i.e. name change).

Required Courses Before Modification	Required Courses After Modification	Elective Courses Before Modification	Elective Courses After Modification

New Curriculum for Program: Fill out the chart below if the proposed modification to the program involves adding new courses (i.e. courses that did not previously exist at SMU). List each course offered as either new or existing content. At the end, calculate the total percentage of new content.

Required Courses (New)	Required Courses (Existing)	Elective Courses (New)	Elective Courses (Existing)

Percentage of New Content in Program : *Fill out the chart below to calculate the percentage of the program that is new. Give the total number new courses in the program, the total number of unique credit hours offered in the program that are new, the total number of credit hours in the program, and then the percentage of the program that is new.*

Courses that are New.	Total Program Credit Hours that are New (number of courses X credit hours)	Total Number of Credit Hours in Program	Percentage of Program that is New (Hours offered / total program hours)

Please attach syllabi, or detailed course outlines for each new course in the program. *(Indicate you have attached these in the box below).*

Percentage of Length Change of Program: *Fill out the chart below to calculate the percentage change to the length of the program, if the modification involves a change to program length. Give the total number of hours added to or removed from the program, the total number of credit hours in the program (prior to modification), and then the percentage change to the length of the program.*

Courses Added or Removed from Program	Total Program Credit Hours Added or Removed (number of courses X credit hours)	Total Number of Credit Hours in Program (prior to modification)	Percentage Change in the Length of the Program (Hours added or removed / total program hours)

Changes to Location of Program: *Please describe the change to the location of the program (move from one department or school to another). Please provide evidence with this form that the move has been evaluated and approved through the process detailed in SMU Policy 2.18 <https://www.smu.edu/Policy/2-Academic-Affairs/2-18-School-or-Program-Discontinuance-and-Program-Relocation>*

Describe any changes to admissions and graduation requirements.

Please describe below the impact this modification will have on student learning outcomes and assessment of the academic program.

Please explain your process for ensuring that any new courses meet the required number of contact and outside hours to satisfy credit hour requirements. (For modifications that include new courses)

Please describe the impact you hope this change or these changes will have on your program; please also describe the benchmarks you will use to evaluate the success of this change/ these changes.

Please describe any budget impacts this change or these changes will have, or any new resources that will be needed to support this change/ these changes. If new resources are needed, please describe the commitment you have received to provide these resources.

Describe administrative oversight to ensure the quality of the program.

Approvals

Department / Division Chair

Departmental / Division Curriculum Committee

School / College Curriculum Committee

College or School Dean

Educational Programs Committee