

Revisions of Existing Programs

The revision of academic programs is handled entirely through the [Curriculog](#) program proposal revision process. Should assistance be required, please contact the Office of the Associate Vice President for Graduate Education GradEd@chapman.edu prior to submission.

Program revision in brief

Program revisions are of two distinct types:

Complex revisions are the change(s) that include any of the following:

- change in core courses (more than 25% overall of core course credits),
- addition or removal of a program requirement,
- change in the core structure of the degree,
- change in total number of credits,
- change in a current program requirement (for entry or completion) that lowers the requirement below the university-wide standard
- change in the name of a program,
- change in the CIP code of a program,
- changes that are significant and may have implications for accreditation.

Proposals for complex revisions must be reviewed by the Director of Accreditation & Assessment, and the Vice President for Enrollment Management. A substantive change impacting more than 25% (by the number of credits) of the entire curriculum must be reported to WASC and may require additional filing. A substantive change in a program may require to go through the new program approval process, including reviews and recommendations by Senate Executive Board and Faculty Senate and approval by Board of Trustees.

Simple revisions include changes only in the following:

- change in program description,
- changes in electives only, or changes in less than 25% (by the number of credits) of core courses with no substantive structure change to the core curriculum,
- change in degree catalog information, including admission information, grade requirements, course sequencing, suggested plans for degree completion,
- minor changes in program requirements that do not lower the requirement below the university-wide standard.

Proposals for simple revisions in existing programs are routinely reviewed by the Associate Vice President for Graduate Education for clarity and to ensure that academic policies are followed. The academic unit of the program makes actual approval of the simple revision proposals.

The Revision Process

Proposals for revising existing programs may originate with faculty or administrators.

If there are questions about whether a revision is simple or complex, please consult the Associate Vice President for Graduate Education GradEd@chapman.edu. The program/department should

notify Associate Vice President for Graduate Education by October 15, 2024, of plans to submit the revision proposal and provide a short description of the changes. The Associate Vice President for Graduate Education will assess the changes and notify the program/department if additional consultations are necessary.

Any question as to whether a program revision is a substantive change should be brought to the Director of Accreditation and Assessment for review by either the originator of the proposal or the Associate Vice President for Graduate Education providing a preliminary review of the proposal. The originator must work with the Director for Accreditation and Assessment for programs with substantive changes on appropriate submissions to WASC.

Proposals are submitted by the originator through the [Curriculog proposal system](#), choosing one of the forms:

- 2024-2025 Grad Complex Revisions to Existing Degrees and Programs
- 2024-2025 Grad Simple Revisions to Existing Degrees and Programs

Submitting the proposals before the deadlines is encouraged, particularly for complex changes. The individuals providing documentation of consultation or recommendations on approval are notified through the [Curriculog](#) process, and comments be sent to the originators and others in the approval process through that system.

Proposals for all program revisions must include the following:

- Rationale for the proposed changes
- Discussion of the impact on schedules, space and funding, and faculty allocations because of this revision
- Discussion explaining changes (if any) to:
 - the PLO curricular map,
 - learning outcomes assessment, and,
 - Attachments are required for new learning outcomes, PLO maps, and Learning Outcomes Assessment plan changes.

(Note that these items are required for all complex changes)

Complex Revisions:

Complex change proposals require consultations that should be completed by November 15:

- Associate Vice President for Graduate Education for review regarding policy and procedure compliance of program revisions and to determine if any additional consultations are necessary.
- Vice President for Institutional Effectiveness, Faculty Affairs and Accreditation and/or Director of Accreditation and Assessment to consult on matters pertaining to potential WASC “substantive change” requirements and on matters about program learning outcomes and assessment
- Vice President of Enrollment Management of any complex program revisions to notify of any changes that might affect recruitment and enrollment.

Following the above consultation and proposal submission to the Curriculog, the proposal is reviewed by:

- Representative of program/department faculty

- Academic Unit Curriculum Committee
- Dean

These parties will provide recommendations on approval within 15 calendar days of the proposal submission, but not later than November 30, 2024. The recommendations on approval may include memoranda from the program/department faculty, curriculum committee, and/or dean, clarifying the reason for their position on approval.

Following the academic unit recommendations and no later than December 1, the Associate Vice President for Graduate Education advances the proposal to the GAC, which reviews and approves complex revisions to existing programs that do not involve accreditation changes.

Complex revisions that have implications for WASC accreditation must go through the same approval process as new program proposals, including review and recommendations from GAC, LRPC, Senate Executive Board, and Faculty Senate and approval by the Board of Trustees.

Simple Revisions:

Simple revision change proposals are to be filed no later than December 1 to be reviewed by the following:

- Representative of program/department faculty
- Academic Unit Curriculum Committee
- Dean

These parties will submit a recommendation on approval within one week (7 days) after submission of the proposal to Curriculog, but not later than December 7, 2024. The recommendations on approval may include memoranda from the program/department faculty, curriculum committee, and/or dean stating the reason for their position on approval.

Following the academic unit recommendations, the proposal advances to the Associate Vice President for Graduate Education for review regarding policy and procedure compliance of program revisions. If the academic unit approval recommendations are unanimous, final approval is given by the Associate Vice President for Graduate Education. If the academic unit approval recommendations are not unanimous, the proposal will be forwarded to GAC for review and approval.