

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 Graduate Education at 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 the name of a program,
- change in total number of credits,
- 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 a current program requirement (for entry or completion) that lowers the requirement below the university-wide standard
- change in the CIP code of a program,
- changes that are significant and may have implications for accreditation,
- changes that require an adjustment of the program budget.

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. Substantive changes to a program that include an adjustment to the program budget require reviews and recommendations from the Senate Executive Board and the Faculty Senate, as well as approval from the Provost and the Board of Trustees.

Simple revisions include changes only in the following:

- change in program description,
- change in degree catalog information, including admission information and admission requirements, grade requirements, course sequencing, suggested plans for degree completion,
- 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,
- minor changes in program requirements that do not lower the requirement below the university-wide standard.

Proposals for simple revisions are routinely reviewed by the Associate Vice President for Graduate Education for clarity and to ensure compliance with academic policies. The academic unit of the program makes the 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 Office of Graduate Education at GradEd@chapman.edu. The program/department should notify the Associate Vice President for Graduate Education by October 15, 2026, 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 requested changes and notify the program/department if additional consultations are necessary.

Any question as to whether a program revision constitutes 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, who will provide a preliminary review of the proposal. The originator must work with the Director for Accreditation and Assessment on programs with substantive changes to make appropriate submissions to WASC.

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

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

Submitting the proposals before the deadline is encouraged, particularly for complex changes.

All individuals providing consultation or recommendations on approval are notified through the [Curriculog](#) process. The comments, requests for additional documentation, and requests for corrections/edits are sent to the originators during the approval process through the [Curriculog](#) system. The originator should monitor emails from [Curriculog](#) and provide timely responses to the requests.

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 October 31:

- 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 to notify of any complex program revisions and 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 two weeks of the proposal submission to [Curriculog](#), but not later than November 30. The recommendations for approval may include memoranda from the program/department faculty, the curriculum committee, and/or the dean, clarifying the reasons 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 votes on the 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 reviewed by:

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

These parties should submit a recommendation for approval within two weeks of submitting the proposal to [Curriculog](#), but not later than November 30, 2026. The recommendations for approval may include memoranda from the program/department faculty, the curriculum committee, and/or the dean stating the reasons 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, and the changes comply with the university’s policies, the 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.