Degree Change Request
(Maximum 5 pages)

Current Degree: _______________________

Proposed Degree:_________________

Proposed Effective Date:____________

Justification
Describe the need for the change.

Curriculum
• Compare and contrast the existing degree with the desired degree (i.e., BA vs. BS).
• Will course requirements change? Please describe.
• Are there similar programs within the UH System?

Accreditation
• Is the program professionally accredited?
• If so, have you consulted with the accrediting agency? Please discuss.
• Will the new degree receive professional accreditation? If so, what is the timeline?
• Is the proposed change related to recommendations from a recent accreditation review? If so, explain.
• Will the proposed degree change require a WSCUC/WASC ACCJC Substantive Change Review?

Impact on Current Students
• Provide enrollment and number of graduates
• What effect do you anticipate the degree change will have on program enrollment?
• Have current students been consulted?
• If so, how many of your current students would rather receive the new degree than the existing degree?
• Will the proposed change affect financial aid availability for current students?
• Discuss teach-out plans for the existing degree program.

Costs
• Are there costs associated with changing the degree? If so, will the department or college cover the costs involved?

Consultation
• Have faculty members in the department been consulted on the proposed change?
• Are faculty members in support of the change?

Timeline
Please discuss your proposed timeline. Include plans to update the catalog, STAR, and recruitment materials, and proposed timeline to stop-out admission and terminate the current degree program.

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