**NWCCU MINOR CHANGE**

**Proposal.** The purpose of a proposal is to enable the institution to set forth the activities constituting the change and the impact expected on the institution as a whole. The proposal is to be single-spaced. Although the scope and depth of information to be provided in the proposal will depend upon the nature of the proposed change, responses to the following are required:

 a. Mission and Core Themes:

1. clear statement of the nature and purposes of the change in the context of institutional mission and core themes;

b. Authorization:

1. evidence of formal approval by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, approval at the higher level is required;

c. Educational Offerings:

1. descriptive information of the educational offering(s); and evidence of approval by the appropriate academic policy body of the institution. Include a list of required courses, credits (if applicable) and total number of credits required for program completion;

d. Planning:

1. plans and descriptive materials indicating evidence of need for the change, the student clientele to be served; procedures used in arriving at the decision to change; organizational arrangements required within the institution to accommodate the change; and timetable for implementation;

e. Budget:

1. projections (revenue and expenditures) for each of the first three years of operation at the program or department level, plus, one year prior to the change at the institutional level;
2. revenue and expenditures associated with the change itself;
3. institutional financial support to be reallocated to accommodate the change; and
4. budgetary and financial implications of the change for the entire institution. Revenues and expenditures must include a cash flow analysis.

f. Student Services:

1. capacity of student services to accommodate the change; and

2. implications of the change for services to the rest of the student body;

g. Physical Facilities:

1. provision for physical facilities and equipment;

h. Library and Information Resources:

1. adequacy and availability of library and information resources;

i. Faculty:

1. analysis of the faculty and staff needed;

2. educational and professional experience qualifications of the faculty members relative to their individual teaching assignments; and

3. anticipated sources or plans to secure qualified faculty and staff.