**Limited (<25%) Program Change Process**

**University Policy**

Review the applicable policy/policies for the proposal you are completing:

* [Policy for Bachelor Degrees](https://regulations.utah.edu/academics/6-101.php) (Policy 6-101)
* [Policy for Undergraduate Emphases](https://regulations.utah.edu/academics/6-117.php) (Policy 6-117)
* [Policy for Graduate Degrees](https://regulations.utah.edu/academics/6-200.php) (Policy 6-200)
* [Policy for Graduate Emphases](https://regulations.utah.edu/academics/6-225.php) (Policy 6-225)
* [Policy for Minors](http://www.regulations.utah.edu/academics/6-101.html) (Policy 6-101)
* [Policy for Undergraduate Certificates](https://regulations.utah.edu/academics/6-116.php) (Policy 6-116)
* [Policy for Graduate Certificates](https://regulations.utah.edu/academics/6-224.php) (Policy 6-224

**Certificates Note**Undergraduate certificates are embedded and can only be earned alongside a degree.

Graduate certificates may be offered to non-matriculated students on a stand-alone basis (meaning they are not enrolled in any other degree seeking program). There are limitations posed on non-matriculation credit per the Graduate School (<https://gradschool.utah.edu/navigating-grad-school/graduate-policies/credit.php>). If your intent is to allow students to pursue the graduate certificate on a stand-alone basis, make this clear in your proposal.

**Types of Changes**

* Program Contact Information
* Program Description
* Admission and/or Graduation Requirements
* Program Requirements

**Approval Process**

Changes are only made once a year and will only go into effect in Fall semesters.

1. **Submission**
2. **Initial Review** – please plan for 7 working days at this step pending the number of proposals submitted
3. **Department/Faculty Committee** approval
4. **College Committee** approval