**Significant 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**

* Name Change
* Restructure
* Consolidation
* Transfer to New Academic Unit
* More than 25% of program curriculum
* Learning Outcomes

**Letters of Position**

* Department chair
* College dean
* Interdisciplinary programs (if applicable)
* Community/industry (if applicable)
* Impacted College(s)/Department(s) (similar programs, courses used, etc.)

**Approval Process**

Proposals should be through the department and college approvals *at least* 10 business days prior to the [Undergraduate and/or Graduate Council due dates](https://curriculum.utah.edu/degrees/timeline.php).

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
5. **Undergraduate Council** approval† (if applicable)  
   **Graduate Council** approval† (if applicable)
6. **Senior Vice President for Academic Affairs** (SVPAA) approval OR  
   **Senior Vice President for Health Sciences** approval
7. **Executive Committee/Academic Senate** approval†
8. **Board of Trustees** approval
9. **Commissioner of the Utah System of Higher Education** (USHE) notification
10. **Northwest Commission on Colleges and Universities** (NWCCU) notification

**†** 1-2 individuals will be asked to present proposals at the marked committee meetings.