CHE Action Decision Guide

	I want to…	In addition to CCU's internal Academic Affairs approvals, that requires…	Deadline for CHE Submission**
MOST COMMON	**Establish a new undergraduate or graduate degree program***	CHE New Program Proposal	August 1 or February 1
	Make curricular changes to an existing program that totals 50% or more of a program of study (measured as credit hour changes)**	CHE New Program Proposal	August 1 or February 1
	Add a concentration, track, specialization, emphasis to an existing program		
	The concentration is the first to be added to the program.	CHE Notification of Change	3 months prior to implementing the change
	The concentration is the second or subsequent concentration to be added.	CHE Program Modification	August 1 or February 1
	Make substantive curricular changes to an existing <u>undergraduate</u> program (e.g., additions, deletions, modification of REQUIRED courses, including deletion or consolidation of concentrations within a program)		
	*Changes total 18 credit hours or less****	CHE Notification of Change	3 months prior to implementing the change
	*Changes total 19 credit hours or more****	CHE Program Modification	August 1 or February 1
	Make substantive curricular changes of 12 hours or less to an existing <u>graduate</u> degree program (e.g., additions, deletions, modification of REQUIRED courses, including deletion or consolidation of concentrations within a program)		
	*Changes total 12 credit hours or less****	CHE Notification of Change	3 months prior to implementing the change
	*Changes total 13 credit hours or more****	CHE Program Modification	August 1 or February 1
	Create a new certificate program or add a new delivery site (for existing certificate programs	CHE Notification of Change	3 months prior to implementing the change

	I want to…	In addition to CCU's internal Academic Affairs approvals, that requires…	Deadline for CHE Submission**
LESS COMMON	**Change a program title**	CHE Notification of Change	3 months prior to implementing the change
	Make minor changes in objectives or purposes of the program, or change program CIP code, or add an online version of a face-to-face major with no curriculum changes	CHE Notification of Change	3 months prior to implementing the change
	Add a new degree type of the same program at the same degree level (e.g., we offer a B.A. and want to add a B.F.A.)	CHE Program Modification	August 1 or February 1
	Change a degree designation in a way that shifts the program's purpose (e.g., B.A. to B.F.A.; M.S. to M.B.A.; or B.A. to B.S.)	CHE Program Modification	August 1 or February 1
LEAST COMMON	**Change the program goal, purpose, curriculum, org structure, or target audience in a way that initiates a SACS change or review or an accrediting body change or review (but not a change in CIP code)**	CHE Program Modification	August 1 or February 1
	Reconfigure existing related degrees into a single degree OR create a dual program using two existing programs (e.g., shared coursework comprises no more than 25% of the major coursework)	CHE Program Modification	August 1 or February 1
	Extend or transfer delivery of an existing program to a new location or site, with 50% or more of the program delivered at the new site	CHE Program Modification	August 1 or February 1
	Create a joint program by merging existing related programs at two or more institutions	CHE Program Modification	August 1 or February 1
	Off-site delivery of existing programs that are completely DL, or out-of-state or out-of-country delivery of existing programs, regardless of delivery mode	CHE Notification of Change	3 months prior to implementing the change
	Change the name of a center or institute if (and only if) that center or institute was approved by the Commission	CHE Notification of Change	3 months prior to implementing the change

* New Program Proposals need Board of Trustees approval before they can be submitted to the internal and CHE approval processes. Please discuss all potential new programs with the Dean and Chair, and alert the Provost's Office as early as possible.

** New Program Proposals and Modifications must have Faculty Senate approval prior to appearing on the CHE agenda. Programs submitted on August 1 typically appear on the mid-September agenda, and programs submitted February 1 typically appear on the mid-to-late March agenda.

*** CHE counts each addition and deletion of a required courses separately for purposes of determining whether a notification, modification, or new program proposal is required. For example, if you are removing one 3-credit course from your major requirements and replacing it with another, that counts as 6 total hours of program changes. However, if you are moving a required course from your major requirements to your major foundation, that is considered zero hours of credit change.

Other Notes:

- Minors **do not** require CHE approval. CHE defines a minor as "a series of courses, typically at least 15 credit hours, related by discipline and focus outside the major. Course coding for the minor cannot be from the same six-digit CIP Code as the major."

- CHE defines Certificates as "a stand-alone organized series of courses offered for credit at either the undergraduate or graduate level of study for eligible students that results in a credential awarded by the institution." Certificates **do** require a CHE Notification of Change.