

# Academic Program Change

Drake University  
Office of the Provost

The Academic Program Change process facilitates conversations between academic departments or programs and relevant administrative staff. These conversations help to identify and respond proactively to applicable university policies, procedures, and standards; state, federal, and international laws; and promote protections (e.g., intellectual property) for program faculty, students, and administrative staff. Operationalizing new academic programs or changes to existing programs may involve the efforts of more than a dozen academic and administrative offices.

The term “Academic Program” refers to a combination of courses and related activities organized for the achievement of specific learning outcomes as defined by the institution. The term “program” is most often used as a conceptual umbrella that covers programming at both the undergraduate and graduate level, including majors, minors, certificates, specializations, concentrations, etc.

## Timeline

Program changes will be effective at the start of the next academic year. All changes must be approved by May 1 for implementation in the next academic year. Please note:

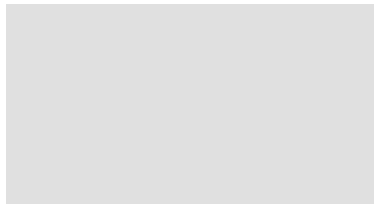
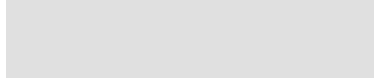
- Changes that require BOT approval (Column C), must be approved no later than the April BOT meeting. Proposals must be submitted to the Provost 90 days prior to a BOT meeting to be included on the agenda.
- Course changes (Column A) for the Summer and Fall terms must be submitted by March 1, prior to the publication of those schedules for registration

The length of time needed for program change processing (i.e., from program conceptualization to student enrollment) may be affected by additional internal and external reporting or processes and the establishment of new services. These factors can be anything from administration involving the Higher Learning Commission, to financial aid eligibility, to Student Affairs considerations, and more. Plans to submit a program change should consider these factors in the anticipated timeline for review and final approval.

Table 1: Types of Program Changes and Required Processes

Column A	Column B	Column C
College/School Curricular Revisions		New Academic Program Application (Trustee Approval)

Follow standard





Program Proposal – New and Modifications

Department

School/College

Provost in

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