Memorandum

To: Provosts and Chief Academic Officers, University System of Ohio

From: Stephanie Davidson, PhD
                Vice Chancellor, Academic Affairs

Date: November 14, 2011

Subject: Program Approval Requirements for Changes Made During Semester Conversion

In October of 2009, as institutions were beginning curricular change for semester conversion, our office provided guidance about whether it would be necessary to have revised programs approved by our office. That guidance is repeated below.

> *Changes to the General Education or "Core" Curriculum.   Changes to the general education or "core" curriculum as a result of the semester conversion process do not require a review by our office.*
>
> *Changes to Minors or Certificates. Changes to existing minors or certificate programs as a result of the semester conversion process do not require a review by our office.*
>
> *Changes to Majors. Changes to existing academic majors[1] (sometimes referred to as degree programs, specializations, or concentrations) do not need to be reviewed **unless the semester conversion process leads to a change of 50% or more of the content of the program**. In other words, if the majority of the content remains the same and has simply been updated, revised or "repackaged" to fit within a semester system, there is no need to submit the program for approval. For those modifications that do exceed the 50% threshold, please contact our office and ask for the "Change Request_Curriculum Modifications" template.*
>
> *Changes to Titles of Majors or Degrees. Our office must be informed of changes to the titles of majors or degrees. Please contact our office and ask for the "Change Request_Name Change" template.*

Now that institutions have finished their internal revisions to program curricula, I wanted to take this opportunity to reiterate this guidance and provide further information regarding the approval process.

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[1] A "major" is defined as an integrated program of study of more than 30 semester hours.

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The required templates, "Change Request_Curriculum Modifications" and "Change Request_Name Change" can be found on our website in the section dealing with academic calendar conversion: http://www.ohiohighered.org/calendar-conversion/importantcommunications

Before you begin to complete the templates, please contact our office:

- Cathy Hill for associate degree programs: chill@regents.state.oh.us

- Jane Fullerton for bachelor's degree programs: jfullerton@regents.state.oh.us and

- Char Rogge for graduate programs: crogge@regents.state.oh.us

The purpose of contacting our office is three-fold. First, we can discuss the proposed changes to determine if they meet the threshold for program approval. Second, we can discuss possible modifications to the template in cases where the standard template would be unnecessarily cumbersome (e.g., we may be able to combine multiple name changes into a single template). And, third, it will help ensure that we are prepared to process your request in a timely fashion.

The changes will need to be finalized before the semester begins. Please submit your requests as soon as possible, but no later than 2 months before the beginning of your first semester.

Please feel free to contact Cathy, Jane, Char or me at any time if you have questions. My email address is sdavidson@regents.state.oh.us