**Modify Existing Program (Academic Award) Endorsement Form**

Program Name: ______________________________________________________

CIP Code: __________________________________________________________

Type of Academic Award: □ AA □ AAS □ AFA □ AS □ Diploma □ Certificate □ Transfer Pathway

Current Location: □ Faribault □ North Mankato

Proposed Added Location: □ Faribault □ North Mankato

☐ Modify □ Suspend □ Close — *Faculty signature not required for Suspended or Closed Programs*

Current Credits: ______________________________ Proposed Credits: ______________________________

Date of Proposal: ______________________________ Proposed Implementation Date: ______________________________

Contact Person: _____________________________________________________________________________________

What is the modification ____________________________________________________________

being proposed? _______________________________________________________________________

What impact will ____________________________________________________________

the modification have? _______________________________________________________________________

Are there any courses that need to be expired? If so, please identify ______________________________________________________

**Attach additional material if necessary**

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**As Program Developer, by signing this *Modify Existing Program* form, the Curriculum Committee is assured of the following (check marks required):**

**Prior to Preparing Documentation**

☐ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support

☐ Explored existing program offerings to identify potential duplication

☐ Completed Intention Form

**Continue the Curriculum Development Process**

☐ Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new

☐ Identified prerequisites (if any) for admission to the program

☐ Created program description in WIDS

☐ Created measurable program student learning outcomes in WIDS

☐ Completed Program Course List and Program Configuration (Scope and Sequence) in WIDS

**Please Note:** If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Configuration and Design can be complete

☐ Generated Program Design document from Program Outcome Summary in WIDS

☐ Proofread documentation for correct content, and grammatical and typographical errors

☐ For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)

☐ Uploaded additional documentation to WIDS (comparison template, etc.)

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Program Developer Signature ______________________________ Date ______________________________

*Faculty signature not necessary for Suspended or Closed Program*
As Primary Department Chair, by signing this Modify Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback
☐ Proofread documentation for correct content and proper structure
☐ Proofread documentation for grammatical and typographical errors
☐ For LAS programs, signature of all LAS Department Chairs included

☐ I support this program plan    ☐ I do not support this program plan — please provide reason(s):

_______________________________________________________________________________________
_______________________________________________________________________________________
Primary Department Chair Signature                                     Date

Department Chair Signature not required for Suspended or Closed Program

If Primary Department Chair does not support the modified program proposal, program developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this Modify Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ I support this program plan    ☐ I do not support this program plan — please provide reason(s):

_______________________________________________________________________________________
_______________________________________________________________________________________
LAS Department Chair Signature                                     Date

If all four LAS Department Chairs do not support the modified program proposal, program developer can elevate the proposal to AASC for resolution.
As Academic Dean/Director, by signing this Modify Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar’s Office)
☐ Provided supporting documentation to populate Program Navigator

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):
_______________________________________________________________________________________
_______________________________________________________________________________________

Academic Dean/Director Signature Date

If Academic Dean/Director does not support the modified program proposal, program developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

Curriculum Committee Chair Signature Date

Curriculum Committee Chair signature not required for Suspended or Closed Program

Vice President of Student and Academic Affairs Signature Date

President Signature Date

The following steps are possible post-approval steps

Modify Existing Program
— Credit length, Name change, CIP Code change, Add Location, etc.

Modify Existing Program
— No credit length change

Student Affairs
• ISRS; DARS; eCatalog

Upload to MinnState Program Navigator
• Vice President of Student and Academic Affairs electronic approval
• President electronic approval
• MinnState reviews for final approval
• MinnState grants approval

Student Affairs
• ISRS; DARS; eCatalog

Federal Dept. of Education review
Higher Learning Commissions (HLC) review