



<p align="center">Policy Title Program Changes (Unplanned)</p>	<p align="center">Original Adoption Date 06/14/2016</p>	<p align="center">Policy Number IN-755</p>
<p align="center">Responsible College Division/Department Instruction</p>	<p align="center">Responsible College Manager Title Vice President of Instruction</p>	
<p align="center">Policy Statement</p> <p>Significant program modifications are managed and communicated through the Program Sheets/College Catalog Process and/or the Program Curriculum Modification Process (over 20%) and are generally planned a year or more in advance of the academic year in which they take effect.</p> <p>Significant modifications include number of credits in a course or program, course name, addition or elimination of courses, addition or elimination of admission steps, addition or elimination of course or program pre-requisites</p> <p>Unplanned program changes are those that emerge on August 15 or later for the following academic year. Eg. Changes requested on August 16, 2016 for the 17-18 academic year.</p> <p>Unplanned program changes may be approved based on the following criteria:</p> <ol style="list-style-type: none"> a. Benefit to student success, time or other efficiency, financial consideration b. Benefit to college competitive position, ability to attract additional students c. Ability to be executed (Communication Matrix) by April 1. d. Does not require state approval e. Will not negatively impact currently enrolled students <p>Approval will be made by the Vice President of Instruction, Vice President of Student Services and Director of Marketing.</p>		
<p align="center">Reason for Policy</p> <p>To provide an organized proposal and communication plan when benefits of program changes outweigh potential risks of waiting for the next cycle of program information review.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Cross Reference: Program Sheets/College Catalog Process, Program Curriculum Modification Process</p> <p>Reviewed/Revised: 06/14/16</p> <p>Legal Counsel Review and Approval:</p> <p>Board Policy: III.A. General Executive Constraint, III.G. Communication and Counsel to the Board</p>		
<p align="center">Definitions</p>		

Reviewed 4/10/17