Program Modification—TRAD

Use this form when you are modifying a traditional, 4-year undergraduate degree program. Modifications may include changes to **program learning outcomes, program landscape, program name,** or **program methods of assessment.** If you are making changes to a specialization associated with this program, please use a separate form, Program Modification – TRAD Specialization ONLY.

If a program modification includes new courses, **complete the course workflows FIRST** so that these changes are available for import into the program modification proposal.

Pre-existing information about the program should *first be imported* from the catalog before modifications are made. See the Curriculog form or Canvas training course for detailed instructions on importing catalog data.

Field Name	Field Description/Help Text
Type of Program	Always select "Program" unless otherwise directed; this field (mandated by software design) is not compatible with Champlain's curriculum structure.
Division	Division that "owns" the course.
Program Name	Give the name of the program first, followed by the degree type. Examples: Ecogastronomy, B.S., Adventure Recreation Minor, Viticulture Certificate. (Please note the necessary comma between degree name and degree type.)
Changes Being Made to Program	Check the first option *unless* you are *only* changing the name of the program and/or *only* changing the sequence of *already-existing* courses in the landscape.
Summary List of Changes	Provide a point-by-point **list** of proposed changes so that reader attention is directed to the relevant fields in the proposal.
Effective Semester	Year and term (fall, spring, summer) when these program changes will go into effect.
Program Description	Provide a 1-2 paragraph description that gives both internal and external audiences a sense of the program's content area, objectives, and structure.
Rationale for Changes	Describe the basis and context for the proposal to help the reader understand how this curriculum supports improved outcomes for students.
Program Learning Outcomes	Outcomes should be imported from the catalog prior to launch. Once the proposal is launched, outcomes can be revised, deleted, or added (click "Add New" for EACH program outcome).
Methods of Assessment	A description (in general terms) of the types of activities, performances or works (or better yet, their defining characteristics) that give students the opportunity to demonstrate that they are meeting the desired program- and College-level learning outcomes.
Landscape	The curriculum landscape, imported from the catalog prior to launch.
Curriculum Map	Please complete the Curriculum Map form available for download from your Division/School site or the Curriculum Committee space on the Faculty Senate site. Type "file attached" if you choose to upload the document rather than copy and paste the content of the map below.
New Course Proposals Matched to this Program	Please LIST any courses that are concurrently being proposed for this program/specialization. Indicate "none" if this proposal refers only to courses already in the catalog.
Resources	List of anticipated personnel or other needs to support this program.
Technology Requirements	Description of any new technology (hardware & software) needed to support this program.
Library Information Requirements	Originators should list any specific resources needed to support the course. During the Collaboration phase, the Librarian will edit the field to identify currently available resources and plans for additional acquisitions.
Summary of Program Credits	Using the sequenced landscape, please confirm the number of credits in each area (Core, Science, Math, Program, General Electives). The total number of credits in an undergraduate degree program *must* equal 120.

PROGRAM MODIFICATION – TRAD

ORIGINATOR → CURRICULOG LAUNCH

Program modifications (including landscape changes)

Landscape sequence OR name change ONLY

COLLABORATIVE DEVELOPMENT (10-day limit)
Assessment Director
Division Dean
Library
Originator
Provost
Registrar

COLLABORATIVE DEVELOPMENT (7-day limit)
Division Dean
Originator
Registrar

DIVISION VOTE

Program modifications (including landscape changes)

CURRICULUM COMMITTEE VOTE

FACULTY SENATE VOTE

Name change ONLY

FYI TO: Marketing

PROVOST APPROVAL

ADMIN REVIEW

FYI TO:
CC Chair
Division Dean
Originator
Registrar