Curricular Modification: Category II

Substantive Program Revision

Levels of Review: Program – School – University – Accreditation\*

Review the [Curriculum Modifications webpage](https://www.ohsu.edu/education/new-academic-programs-and-curriculum-modifications) for the deadlines by which proposals need to be submitted to the Office of the Provost for the proposed implementation date.

## Program Information

School/College:

Degree(s): Major:

Contact’s Name: Contact’s Email:

## Proposed Implementation Date

Term and Academic Year:

## Proposed Substantive Revision (Select all that apply)

| Program Requirements: [ ]  Addition of courses significantly different from existing offerings[ ]  50% or more of program requirements are completed through competency-based learning[ ]  Vary total program course credits from university credit hour standards [ ]  Initial offering as competency-based  | Program Duration: [ ]  Offering less than one year in length (at an existing location) [ ]  Program length increases/decreases by 25% or more, or clock hours to credit hours (or vice versa) | Miscellaneous: [ ]  Degree/certificate program moratorium, suspension, or closure (complete the Program Suspension or Closure Request Form as well)[ ]  Revise the name of the major for the academic program[ ]  Other, describe: |
| --- | --- | --- |

NOTE: You are encouraged to discuss your proposal with the Registrar’s Office during its development stage (contact hyattg@ohsu.edu). The Registrar can help you understand how best to represent the desired curricular changes and can provide guidance on course numbers, titles, credits, and descriptions.

## Proposal Summary

Below, provide a concise summary of each revision included in the proposal. Delete the example provided (in italics) before submission.

Example:

* *Remove the ABC exam as a graduation requirement and replace it with a culminating assessment, which will be a requirement of the ABC Project course (AAA 123P), rather than taking the exam.*

* *Reduce the required competencies in the ABC Project course to align with Special Accreditation requirements.*
* *Move AAA 530, AAA 532, and the option of AAA 515 or BBB 522, from electives to Program Required courses. Electives will be reduced by 10, which is a credit-neutral update and there is no change to total program credits.*

## Proposal

The section is designed to gather information that is essential for accreditation purposes and to effectively facilitate the development and improvement of academic programs. Respond to each of the following prompts/questions:

1. **Provide a detailed description of each proposed revision. In the description, explain how the program and/or courses are currently structured and delivered, and then explain how this will change if the proposed revision is implemented. Also, provide the estimated number of students who will be affected by this change. State if the revision alters the total credits for degree completion, and how.**
2. **Provide context for this proposed revision by describing the rationale and the expected benefits and outcomes of its implementation.** The rationale could include changes in professional standards, advances in the field, feedback from relevant and interested parties, or alignment with institutional/school/programmatic goals, among other reasons. **Consider the benefits for students, faculty, staff, finances, accreditation, employers, the Portland metro area, and the State of Oregon. As applicable to the proposed revision, provide needs assessment data, plans, budget information, and/or descriptive materials that provide evidence for why the proposed revision is needed.**
3. **Does this revision impact other programs in the department or school/college? If yes, explain the impact and document who you consulted about managing this impact.**
4. **How does the revision support the program and school/college’s goals or strategic plans?**
5. **Describe the revenue and expenditure impact of the proposed change.**
6. Are there resources (staff, technological, financial, etc.) that are needed to implement the proposed revision that are not currently available to your program? If so, explain the resources that are needed and the proposed solutions for gaining these resources.

If applicable to your proposal, respond below each of the following questions:

1. **Does your proposal require faculty to “teach out” the existing curriculum? If so, provide a detailed timeline for making this transition that includes information about the needed actions and resources to complete it, and describe the expected impact on students and faculty.**
2. **Does the revision impact Student Services’ capacity? If so, explain.**
3. **If the program is being moved, merged, or split, explain the program’s sustainability plan.**
4. **If the program is grant-funded, will the proposed revision affect the grant in any way? If yes, explain how. If the impact is negative, explain how this is a reasonable commitment to make given budgetary cuts and diminished grant funds.**

## Additional Instructions

Attach the following documents or information as supplemental material:

1. Complete Curriculum Side-by-side (Excel)
2. Complete the New Course Form (as needed)
3. Complete Program Suspension or Closure Request Form (as needed)
4. Track changes version of the Program Requirements (needed if your proposal includes any change(s) to the program requirements (contact the Registrar, hyattg@ohsu.edu, for the original Word document or if you have questions about how to complete this task)

### Authorization

By signing this form, you confirm your request to modify the academic program.

All requests must include the signature of the program director and applicable associate dean.

Program Director Signature Date

Associate Dean Signature\*\* Date

\*If necessary. Consult the Office of the Provost for guidance on whether your proposal will require regional accreditation approval.

\*\*Following the Associate Dean’s signature, the Office of the Dean will submit the form as verification of school-level approval to the Office of the Provost-Academic Affairs (ModifyCurriculum@ohsu.edu) to initiate the university-level administrative review process.

Form updated: 9-27-24