**DRAFT Policy for Revision of Existing Programs**

When an existing program needs revision, there will be two ‘tracks’, one for substantive changes and one for non-substantive changes.

**Workflow**

**Approval Process for substantive changes in programs should include the approval of:**

* Department
* College Curriculum Committee
* Dean
* Senate C&I Committee or Grad Studies Committee
* Senate PBD Committee
* Full Senate

**Approval Process for Non-Substantive Changes should include**

* Department
* College Curriculum Committee

**Definitions of Substantive and Non-Substantive**

**A substantive change is one in a program is where there is** 15% or more of its credits changing.

“Credits changing” in a program refers to credits related to the elimination of courses, addition of courses, replacement of courses and any other change in the credit hours of a program. It does not refer to the revision of a course in a program.

“Credits changing” in a program refers changes in the total number of credits required to successfully complete a Baccalaureate degree

“Credits changing” in a program refers to the number of credits required to complete the major or minor or certificate portion of a degree

Substantive changes also include:

* Program participation in a joint degree with another institution, i.e., partially taught by faculty other than NJCU employees.
* Any new and unprecedented use of staffing, technology, facilities or budget.
* Changes to the learning outcomes
* Changes in prerequisites (and require notification of other departments that offer the perquisites).

**A non-substantive change is one where there is less that** 15% or more of their credits changing. Non-substantive changes also include:

* Changes to nomenclature (particularly in titles and descriptions)
* Changes based on approved course changes and revisions
* Non-consequential changes to budget