

### Factors to Consider: Degree Program Change or New Degree Program Request

These guidelines are intended to assist an institution in determining whether a pending change to an existing degree program would necessitate a new degree program request. That decision is generally made after a holistic review of a number of factors that may be weighted differently for different situations. It is not a formula to dictate a decision, but rather a set of pointers to the most important factors that may, taken together, indicate a reasonable direction. Any one factor indicated below might signal the need to request the change as a new degree program instead of a change to the existing program. But in general, the more extensive the change/s, the more likely the need for a new degree program request.

Type of Change	Points to Consider	More Likely	Less Likely	Comments
Name Change	<b>Name change only</b> No changes to the type of degree designator (e.g., EdD to PhD, MS to MBA, BA to BS, etc.); No changes to existing courses or completion requirements; No additional new courses; and No additional areas of employment opportunities for graduates.		✓	Some changes could lead to the need for a new degree program request, but others would more likely be an administrative change to the existing program. Factors should be considered together to determine the actual extent of the proposed change(s).
	<b>Name change with other changes</b> The name change would be associated with one or more other changes to the program.	✓		
CIP Code Change	The CIP Code would change, but there would be no change in the degree designator.		✓	A change in CIP Code alone might require a new degree program request but is less likely if the degree type (e.g., EdD to PhD, MS to MBA, BA to BS, etc.) and degree name/title (e.g., Chemistry, Applied Economics, Music, etc.) do not change.
	The CIP Code would change along with a change in the degree designator.	✓		

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	The CIP Code would change, but there would be no change in the degree name.		✓	
	The CIP Code would change along with a change in the degree name/title.	✓		
Degree Designation Change	The focus/purpose of the degree would change.	✓		A change in degree designator can signal more pervasive changes in a program, especially at the doctoral level.
	The focus/purpose of the degree would not change.		✓	
	The completion requirements would change.	✓		
	The completion requirements would not change.		✓	
	Employment opportunities for graduates of the program would change.	✓		
	Employment opportunities for graduates of the program would not change.		✓	
Change in Administrative Unit	The focus/purpose of the degree would change.	✓		A change in administrative unit need not trigger a new program request unless there are other changes to the program, including a change in the objectives/mission of the program. (See the FACULTY Factor for an additional consideration related to changes in administrative units).
	The focus/purpose of the degree would not change.		✓	
	The completion requirements would change.	✓		
	The completion requirements would not change.		✓	
	Employment opportunities for graduates of the program would change.	✓		
	Employment opportunities for graduates of the program would not change.		✓	

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<b>Curricular Changes – Courses required for all degree program students</b>	Courses required of all students currently total fewer than 30% of the total SCH required for the specific degree program/plan.	✓		An existing program whose curriculum would change as part of the request might require a new degree program request. The more extensive the changes in course requirements, the more likely the need for a new program request. Existing programs with little common course work may indicate a need for separate programs. Adding a set of designated or preferred electives that enhances or allows for specialization closely related to a common field of study/academic discipline is generally not sufficient reason to request a new program.
	The set of courses required for all students in the degree program (exclusive of undergraduate core curriculum courses) would change.	✓		
	The program would retain the same set of courses required for all students in the degree program, regardless of any designated electives or specialization tracks.		✓	
<b>Curricular Changes: Specializations or tracks</b>	More than three new courses would be needed/added to a specialization.	✓		Specializations within a degree program are often identified by various configurations of designated or prescribed electives. Specializations should be closely connected to the degree program itself and the set of courses required of all students in the program, regardless of specialization.
	The number of SCH needed to complete the specific degree program requirements (exclusive of undergraduate core curriculum) would increase.	✓		
	A new specialization would be created that would require less than 50% of the specific degree program SCH requirements (exclusive of undergraduate core curriculum).		✓	
<b>Accreditation, Licensure, and Certification</b>	A new or additional professional program accreditation would become available because of the proposed change/s.	✓		New or expanded accreditation, or additional opportunities for licensure or certification of graduates, could be a contributing factor to a decision to request a new degree program rather than to amend an existing one.
	A new or additional professional licensure or certification would become available to program graduates because of the proposed change(s).	✓		

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<b>Faculty</b>	New faculty would be needed to implement the proposed change.	✓		Number and areas of focus for any new faculty are important to consider when determining whether a change would warrant a new program request.
	New areas of expertise sought in additional faculty lines during the past three years have led to the change request.	✓		
	New areas of expertise sought in additional faculty lines during the upcoming three years could lead to an additional change request.	✓		
	Existing faculty would be reassigned to a different program or terminated. Other faculty would become responsible for the delivery of the program.	✓		This is especially sensitive when coupled with a change in administrative unit.
<b>Employment Opportunities for Graduates</b>	Additional/new employment opportunities would become available to graduates of the program because of the proposed change(s).	✓		Consider these factors in relation to the previous ones to determine how much difference the proposed change(s) would make. While some additional employment opportunities in a closely related or emerging field would not alone determine the need.
	Additional certification/licensure opportunities would become available to graduates of the program because of the proposed change(s).	✓		
<b>Other Changes</b>	Change in objectives/mission of existing program.	✓		
	Change in method of delivery (e.g., adding online, hybrid, or off-campus delivery to an existing degree program).		✓	