APPENDIX C- CHANGE IN ACADEMIC PROGRAMMING

List the current credentials and degrees offered by your institution as well as the credit requirements:

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Complete the sections that align with the type of change you are applying for. If not applicable, write n/a.

A- If you are seeking to add courses or programs of study, which represent a significant departure from existing offerings of educational programs or methods of delivery from those that were offered when AIJS last evaluated the institution, describe your current offerings and method of delivery and provide a detailed narrative of your proposed changes. Provide specific examples and clearly explain why this change would be helpful to your students.

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B- If you are seeking to add a new credential or program of study, indicate the name of the program and credential level and describe the new credential and/or program of study you would like to add.

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Indicate the number of credits required for completion of the new program.

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List the courses that will be offered in the proposed program including course numbers, names, course descriptions, and credits to be awarded per course. Be sure to note which courses are new.

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Attach a course syllabus for each new course to be offered in the program.

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Provide a list of faculty members and their credentials to show they are qualified to teach the new courseload, and/or identify faculty positions for future employment to teach in the program. Explain how existing faculty members will handle any additional teaching load.

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Describe the library/learning resources currently available as well as those that will be needed to support the proposed program. If current resources are insufficient, provide an action plan for securing the necessary resources.

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Describe the facilities that will be used for the proposed program and any changes that will be needed to existing facilities to accommodate the new program.

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Discuss the financial impact the proposed program will have on the budget.

Discuss any administrative changes that will be needed to support the new program.

C- If you are instituting a change in the way your institution measures student progress, including whether the institution measures progress in clock hours or credit-hours, semesters, trimesters, or quarters, or uses time-based or non-time-based methods, describe your current process and provide a detailed narrative of the change you are instituting as well as an explanation of why this change would be helpful.

D- If you are seeking to increase the number of clock hours or credit hours awarded, or to increase the level of credential awarded, provide a detailed narrative explaining your current credit designations for each course and the new credit designations you would like to assign.

For this section, you will need to include two additional documents.

1) A proposed calendar and daily schedule that demonstrate that you will have the required hours for each course over the semester to justify the proposed credit designation.

2) A chart listing the current course assignments for each course along with proposed changes to the course assignments to increase their educational value to justify the proposed credit changes.