NORTH FLORIDA COLLEGE

**Program Change Checklist**

**Select One:**  New Program  Program Update  Program Closure

**Name of Program**  **Program Code**

**Program Director**  **Proposed Effective Date**

**Step 1**

# New Program or Program Update:

Prepare description of new program or program update request (mini-prospectus) and initiate approval process with the Office of Academic Affairs’ Senior Staff Assistant

***Person(s) Responsible: Program Director***

# Program Closure:

Prepare documentation to justify program closure (include a teach-out plan) and initiate program closure process with the Office of Academic Affairs’ Senior Staff Assistant

Printed Name Signature Date

**Step 2**

Program Director presents request to Faculty Senate for approval; include documentation from Step 1 and FLDOE Curriculum Frameworks for new CTE programs

***Person(s) Responsible: Program Director***

Printed Name Signature Date

**Step 3**

Faculty Senate reviews request and approves/denies at next Faculty Senate meeting

***Person(s) Responsible: Faculty Senate*** Senate Decision:  Not Applicable  Approved  Denied Printed Name Signature Date

**Step 4**

Submit approved/denied request to Vice President of Academic Affairs for review, include Senate meeting minutes

***Person(s) Responsible: Faculty Senate Chair***

Printed Name Signature Date

**Step 5**

Vice President reviews and approves/denies new program, program update, or program closure; submits to BOT, if necessary

***Person(s) Responsible: VP of Academic Affairs*** VP Decision:  Not Applicable  Approved  Denied

Printed Name Signature Date

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**Step 6**

Vice Pres. of Academic Affairs or Associate Dean presents proposal to NFC BOT for approval, if necessary; attach Board Meeting Minutes

***Person(s) Responsible: VP or Associate Dean*** Board Decision:  Not Applicable  Approved  Denied Printed Name Signature Date

**Step 7**

# New Program (NOT in FLDOE current list of programs):

Send letter to FLDOE to request addition of new program, if applicable (see FLDOE CTE Program Resources webpage)

# DEADLINE October 30 for July 1 start

***Person(s) Responsible: Program Director and Academic Affairs***

Printed Name Signature Date

**Step 8**

Submit request to Accreditation Liaison for accreditation approval process

***Person(s) Responsible: Program Director and Academic Affairs***

Printed Name Signature Date

**Step 9**

# New Program or Program Update:

Submit notification letter and/or prospectus to SACSCOC and other accrediting agencies, if necessary **DEADLINE\* July 1 for January 1 start**

# January 1 for July 1 start

***Person(s) Responsible: Accreditation Liaison***

# Program Closure:

Submit notification letter and teach-out plan to SACSCOC (and other accrediting agencies, if necessary)

\*expanding program offerings that are significantly different from current offerings; see SACSCOC Substantive Change Policy for more details and deadlines for other types of changes

Printed Name Signature Date

**Step 10**

Notify the Program Director and Academic Affairs of SACSCOC (or other accrediting agencies) response; include letter(s) from accrediting agency

***Person(s) Responsible: Accreditation Liaison***  Approved  Denied

Printed Name Signature Date

**Step 11**

# New Program or Program Update:

Submit course request(s) to SCNS (Statewide Course Numbering System); send copy to Registrar; include copy with program information packet

***Person(s) Responsible: Academic Affairs***

# Program Closure:

Not Applicable

Printed Name Signature Date

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**Step 12**

# New Program or Program Update:

Create (or reserve…if waiting on accreditation) new program code(s) for Banner; add new course(s)

***Person(s) Responsible: Registrar***

# Program Closure:

Suspend/inactivate program code in Banner

Printed Name Signature Date

**Step 13**

# Program Closure:

Program Director notifies students by certified mail of program closure, related timetable, and teach-out options; copies of letters, proof of mailing, and other documentation sent to Registrar to be placed in student file

***Person(s) Responsible: Program Director and Registrar***

Printed Name Signature Date

**Step 14**

Send email notifying the following offices of new program, program update(s), or program closure:

# New Program or Program Update:

* Financial Aid\*
* Veterans’ Affairs\*
* Academic Advising/Recruiting
* Enrollment Services
* College Advancement – website, brochures, newsletter, etc.

\**needs copy of SACSCOC approval letter*

***Person(s) Responsible: Academic Affairs***

# Program Closure:

* Financial Aid
* Academic Advising/Recruiting
* Enrollment/Student Services
* College Advancement
* Dean of Administrative Services/CBO

Printed Name Signature Date

**Step 15**

Send courtesy email to “Entire Campus” with notification of new program, program update(s), or program closure

***Person(s) Responsible: Vice President of Academic Affairs***

Printed Name Signature Date

**Step 16**

# New Program or Program Update:

Add program info to Catalog or Catalog Addendum; include new course descriptions, if applicable

***Person(s) Responsible: Academic Affairs***

# Program Closure:

Add program closure statement to Catalog (work with Program Director and Accreditation Liaison)

Printed Name Signature Date

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