



# 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

**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

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

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 Dean of Academic Affairs for review, include Senate meeting minutes

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

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step 5

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

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

Dean Decision:  Not Applicable  Approved  Denied

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 6**

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

**Person(s) Responsible: Dean 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**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**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

**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**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Program Closure:**

Not Applicable

## Step 12

### New Program or Program Update:

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

### Program Closure:

Suspend/inactivate program code in Banner

**Person(s) Responsible: Registrar**

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*

### Program Closure:

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

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

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: Dean 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

### Program Closure:

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

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

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_