Change to Existing Academic Program (CEAP) Guide

Basic Instructions
If you wish to propose a change to an existing academic program, please prepare answers to the relevant questions below in a separate document and send that document to the CPC Chair.

1. **What is the name of the existing academic program that requires change?**

2. **Who is the primary contact person for this academic program?**

3. **Is the academic program changing its name?**
   - If yes, what is the new name of the academic program?

4. **Is the academic program changing its curricular or course requirements?**
   - If yes, please describe the changes and the rationale for these changes.
     - Be sure to indicate exact course numbers, names, prerequisites, corequisites, etc.
   - Do these changes require additional resources (e.g., allocation; instructors; supplies; equipment, software, space, support, collaboration with other campus offices)?
     - If yes, please explain how the program plans to attain these resources.
   - Please provide *exact wording on how the website must change for this academic program*.

5. **Is the academic program changing its Student Learning Outcomes (SLOs)?**
   - If yes, please describe the changes and the rationale for these changes below.
   - Please briefly describe your plan to assess the changed SLOs.

6. **Are you requesting to sunset or eliminate the program?**
   - If yes, please describe the rationale below and the proposed timeline for program elimination.

7. **Are you requesting a change to the program that is not covered by Questions 3-7?**
   - If yes, please describe your proposed change to the program.

8. **What objections, if any, do you anticipate from the faculty or administration regarding this change to an existing academic program?**
   - If yes, please describe your proposed change to the program.