



Administrative Approval Form: Program Modification

A change or departure from the program information specified in the Institution's most recently approved Authorization application must be approved by the Commission before implementation. Commission Staff may administratively approve a change in curriculum, instructional delivery method, or senior management, if the change is not significant.

Instructions: Complete this form and pay the \$200 application fee. Attach additional pages to this form, as necessary. Include the name of the program at the top of each additional page.

I. Institution Information:

Institution Name: _____

Individual Completing Form: _____ Phone Number: _____

II. Program Modification:

Type of Modification Requested (check all that apply):

- Program Name
 Delivery Method
 Program Length
 Program Costs
 Add/Remove Courses

Will the modification of the existing program change the:	Yes	No	If yes, attach required documents (if applicable)
Title of Program	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed program title.</i>
Program Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed program objectives</i>
Graduation Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed graduation requirements</i>
Credential or Certificate Earned	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed credential or certificate</i>
Entrance Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed requirements</i>
Sequence of course/training components	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed sequence or components</i>
Total number of credit/clock hours	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed clock/credit hours</i>
Length and/or content of any of the courses or training components	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed length or contents</i>
Externship components	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed components</i>
Tuition, fees and/or other charges	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed break down of costs</i>
Policies pertaining to attendance and/or satisfactory academic progress	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed</i>
Delivery Modality (online, residential, hybrid)	<input type="checkbox"/>	<input type="checkbox"/>	<i>Current and proposed</i>



All of the above listed modifications require the following:

<input type="checkbox"/>	1	Describe <i>what</i> changes have taken place and the rationale for the modification.
<input type="checkbox"/>	2	Describe <i>how</i> the program modifications, if approved, will be implemented.
<input type="checkbox"/>	3	Describe <i>when</i> the program modifications, if approved, will be implemented.

Required Attachments: Current and proposed sample of impacted sections of the Institution’s Catalog.

III. Certification:

I certify that all information provided is complete and accurate.

Signature: _____ **Date:** _____
 (Owner or Administrative Official)

Printed Name of Administrative Official: _____

Title of Administrative Official: _____