

**Revised Format for
A-III Documents Template for New or Completely Revised Programs
Reflects OA Changes
All Items are Required**

SECTION A-III: CHANGES IN DEGREE REQUIREMENTS

Department of XXXX

Date of departmental or program committee approval

Effective Date of the Change or addition of a program

B.A degree program in XXXX (SED program code)

Department requirements (#####-##### credits)

Bulletin language and precise degree requirements

You must include the entire wording of the most current requirements.

You may not use an ellipsis or leave any material from the specified degree program out.

curriculum document deletions must be noted with ~~strike through font~~ and new material is to be underlined.

Rationale:

Briefly explain the program, its approval process (in the case of a new program), why the requested changes are being made, etc.

Include in the rationale :

1. The revised goals of the program on which the changes are being made: These goals should refer on the one hand, to the college mission and indicate how specific goals support one or more college goals.
2. The goals should provide the context for the development/revision of courses in the program.
3. Course objectives for changes in required courses in the program should demonstrably support program goals.
4. Indicate how the electives chosen (or added) will also support the achievement of program goals.
5. An explanation of the course objectives that support the achievement of the goals of the program.
6. Program Assessment Schedule.

Using a three-year cycle and assess the achievement of one-of your three programmatic goals each year. Lay out your programmatic three-year cycle.

1. Identify the goal(s) to be assessed
2. Lay out the process which will allow you to collect relevant feedback from required courses and other related experiences
3. Articulate how you will “close the loop” to apply what you learn to assure the continuation of what is going well and/or how the department will work together to intervene to improve those goals whose achievement needs to improve.