**Change in Degree Program or Certificate**

**[INSERT NAME OF ACADEMIC UNIT]**

[INSERT TYPE OF CHANGE]

The Following is a Change in [INSERT PROGRAM OR CERTIFICATE NAME]

**Name of the Program and Degree Award:**

**HEGIS Code:**

**NY State Program Code Number:**

**MHC Code** (Be sure to include the Macaulay Honors College HEGIS Code when applicable.):

**Effective Term:**

1. SUMMARY
2. *HISTORY AND OBJECTIVES*

The detailed description should be introduced with a section of not more than two or three paragraphs.

1. Major Requirements:

|  |  |
| --- | --- |
| **FROM**  \*\*~~strikethrough~~ what is to be changed. | **TO**  \*\*underline the changes. |
| **Program Name** | **Program Name** |
| **List of Courses (Prefixes, Numbers, Names) Crs.** | |
| **Major:**  **(including description of the major [indicate whether it is online or hybrid], admissions requirements, progress standards, exit standards.)**  **Sub-total**:  **Electives:**  **Total credits required:** | **Major:**  **(including description of the major [indicate whether it is online or hybrid], admissions requirements, progress standards, exit standards.)**  **Sub-total:**  **Electives:**  **Total credits required:** |

1. Rationale: A single paragraph of justification.
2. List Program Learning Outcomes:
3. Consultation Statement:
4. Is the proposed change likely to affect other departments or programs?

[ ] NO [ ] YES – If yes, list department/program:

Specify who was consulted and the nature of the consultation:

(The head of the academic unit, such as department chair, or the curriculum committee should be consulted. Indicate whether the consultation happened via email or meeting and what was discussed).

1. Does this affect the Library? [ ] NO [ ] YES

Have you consulted the subject liaison? [ ] NO [ ] YES

For new courses or programs, please consult.