Program Proposal Procedures for Revision to Degree or Certificate

To complete a revision of degree or certificate:

There are many reasons for making revisions to an approved degree or certificate. This may include: course name change, unit change, adding a course, removing a course, etc.

1. Make the revisions in eLumen under the program section. Complete the Revision of degree or certificate template.

2. Contact Curriculum Committee Chair to be placed on Curriculum Committee agenda. Send the competed revision template to the Curriculum Committee Chair for distribution to the committee. The revision review will require one reading.

3. At Curriculum meeting, the committee will review the information in eLumen and the completed template. The committee will either approve or not approve the revisions as well as make recommendations.

4. Complete the Narrative with the recommended edits. Send Narrative and to the Curriculum Technician who will then submit to the Chancellor's office for final approval.