

Policy Title Program Changes (Out of Cycle)	Original Adoption Date 06/14/2016	Policy Number IN-755
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement		
<p>Program modifications are managed and communicated through the Program Review Process and/or the Program Curriculum Modification Process and are generally planned a year or more in advance of the academic year in which they take effect.</p> <p>Major modifications include: number of credits in a course or program, course name, addition or elimination of courses, addition or elimination of admission steps, or changes in course or program prerequisites.</p> <p>To aide in student success, once a major modification happens, curriculum must remain static for the next three years. Cases where modifications may occur earlier would need Vice President of Instruction approval. Examples of approved early modifications could include:</p> <ul style="list-style-type: none"> • A WTCS or accreditation required change. • Significant data or evidence is brought forth to support the change. • New program needs adjustment after running for at least one year. <p>Out of cycle program changes are those that emerge for a program after the Program Review Procedure has already been completed and within the three-year window where curriculum changes should not occur. These changes may be approved based on the following criteria:</p> <ol style="list-style-type: none"> 1. Urgency of situation – WTCS or Accreditation required change 2. Significant data or evidence brought forward is sufficient and change will: <ol style="list-style-type: none"> a. Benefit student success, time or other efficiency, financial consideration b. Benefit college competitive position, ability to attract additional students c. Does not require state approval d. Will not negatively impact currently enrolled students <p>Approval will be made by the Vice President of Instruction and Vice President of Student Success.</p>		
Reason for Policy		
<p>To aide in student success and to provide an organized proposal and communication plan when benefits of program changes outweigh potential risks of waiting for the next cycle of program information review.</p>		
Historical Data, Cross References and Legal Review		
<p>Cross Reference: Program Review Process, Program Curriculum Modification Process, Program Changes (Out of Cycle) Procedure</p> <p>Created: 2016</p> <p>Reviewed/Revised: 5/31/2023</p> <p>Legal Counsel Review and Approval: N/A</p> <p>Board Policy: III.A. General Executive Constraint, III.G. Communication and Counsel to the Board</p>		
Definitions		



Lakeshore Technical College
Official Policy