

# ISP 166

## Program Amendment

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### PURPOSE

Establishes parameters that need to be satisfied in order to amend a current program.

### SUMMARY

A department may choose to amend a program for reasons including, but not limited to, a change in credits, curriculum updates, or a program title change. Curriculum Committee and the Office of Community Colleges and Workforce Development (CCWD) must be informed of all program amendments. Northwest Commission on Colleges and Universities (NWCCU) and the CCC Board of Education will be notified of program changes exceeding 25% of the currently approved program.

### STANDARD

- A) The Division Dean will provide notification of support via email for all program amendments.
- B) All program amendments must be submitted through a [CCWD CTE State Program Amendment](#) form.
- C) All amended programs must meet all required state and/or accreditation requirements.
- D) Any new courses and course edits that will affect a program amendment will need to be approved by Curriculum Committee prior to or on the day of the Curriculum Committee program amendment approval.
- E) The Curriculum Office will be responsible for updating the Student Information System, CCWD, NWCCU (if applicable), and Financial Aid about approved program amendments.
- F) The Curriculum Office will make available a process document outlining the steps for amending a program.
- G) The Curriculum Office will track programs that are currently in the process of being amended.

### REVIEW HISTORY

ISP Committee	Adopted	May 14, 2021
College Council	Reviewed	May 7, 2021