 **OFFICE OF THE CHANCELLOR**

**Academic Affairs**

**Notification of Program Name and/or CIP Change**

Applicable forMajors, Minors, Certificates and Concentrations

**\*\*Note:** To be used for an update to the program name or a correction or update to the CIP. This form should **NOT** be used if the name or CIP change reflects substantive change in program description, emphasis, curriculum or student outcomes, all of which would require the program be reorganized. In that event, please use the Reorganization form.

\*All fields must be completed as applicable.

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| --- | --- | --- | --- | --- | --- |
| **HEADER INFORMATION** | | | | | |
| University: **Select university.** | Type of Program to Be Changed: **Select program.** | | | | |
| Proposed Implementation Date: **Select date** | | | | | |
| **TO BE CHANGED** | | | | | |
| \*If concentrations are being changed please skip this section and go to the Concentration section below.  \*\*Only complete the attributes that are changing. Otherwise, leave blank. | | | | | |
| Current Name: Click here to enter text. | | | | New Name: Click here to enter text. | |
| Current CIP: Click here to enter text. | | | | New CIP: Click here to enter text. | |
| Award: Click here to enter text. | | | | API Object Id: Click here. | |
| **CONCENTRATION(S) TO BE CHANGED** | | | | | |
| Major Name: Click here to enter text. | | | | | |
| Major Award: Click here. | | Major CIP: Click here to enter text. | | | Major API Object Id: Click here. |
| **\*\*If changing more than one concentration in the major, click a text field below and then click the “+” sign on the lower right-hand side of the section.** | | | | | |
| Current Name: Click here to enter text. | | | New Name: Click here to enter text. | | |
| Current CIP: Click here to enter text. | | | New CIP: Click here to enter text. | | |

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| **RATIONALE FOR CHANGE** |
| Explain the motivating factors leading to the decision to this change. |
| Click here to enter text. |
| **ADDITIONAL COMMENTS** |
| Provide any information you would otherwise have in your cover email. |
| Click here to enter text. |

\*\****34 CFR § 602.22(b)***

**(b)** Institutions that have been placed on probation or equivalent status, have been subject to negative action by the agency over the prior three academic years, or are under a provisional certification, as provided in [34 CFR 668.13](https://www.law.cornell.edu/cfr/text/34/668.13), must receive prior approval for the following additional changes (all other institutions must report these changes within 30 days to their accrediting agency):

**(1)** A change in an existing [program](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22)'s method of delivery.

**(2)** An aggregate change of 25 percent or more of the clock hours, credit hours, or content of a [program](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) since the agency's most recent [accreditation](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=eba069e0c89a13dba7c086ebbe90e0fe&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) review.

**(3)** The development of customized pathways or abbreviated or modified courses or [programs](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) to -

**(i)** accommodate and recognize a student's existing knowledge, such as knowledge attained through employment or military service; and

**(ii)** close competency gaps between demonstrated prior knowledge or competency and the full requirements of a particular course or [program](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22).

**(4)** Entering into a written arrangement under [34 CFR 668.5](https://www.law.cornell.edu/cfr/text/34/668.5) under which an institution or organization not certified to participate in the title IV, HEA [programs](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22) offers up to 25 percent of one or more of the accredited institution's educational [programs](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=1a436b368ee0473ae715aa8dc5bf81b7&term_occur=999&term_src=Title:34:Subtitle:B:Chapter:VI:Part:602:Subpart:B:Subjgrp:12:602.22).