Screening Form for Changes to Existing Degree Programs

Institutions should complete this form to declare any of the following changes to existing HLC-approved academic programs:

* A change of 25% or more to the content of a program, either in a single change or as the sum total of aggregate changes, since the most recent accreditation review (comprehensive evaluation, Assurance Review, Probation visit or Show-Cause visit). Program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences. This would include changes in the general education courses required for program completion and not merely the courses within the discipline, program or major.
* A change in the method of delivery.
* The development of customized pathways or abbreviated or modified courses or programs to accommodate a student's existing knowledge (such as from employment or military service) and to close competency gaps between demonstrated prior knowledge and the full requirements of a particular course or program.

**First name:**

**Last name:**

**Title:**

**Email address:**

**Full program name:**

**Six-digit 2010 CIP Code** (*CIP codes can be obtained from the Registrar’s Office or located at* [*https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55*](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55):

*OR*

**Six-digit 2020 CIP Code:**

**Degree level:**
(e.g., A.A., B.A., B.S., Ph.D., Master of Social Work, etc.)

1. **Current number of credit hours required for the program:**
2. **Is the institution changing the number of credit hours required for the program?** (Yes or No)

2.a **Is the institution increasing or decreasing the total number of clock or credit hours required for successful completion of the program by 25% or more since its most recent HLC accreditation review?** (Yes or No)

2 b. **What is the proposed new number of credit hours required for the program?**

1. **Is the institution changing the content of the program?** (Yes or No)

3.a **If Yes, What percentage of the program content is being changed in relation to the total number of required credits to earn the degree?**

3.b **If Yes, Explain the nature of the change to the content of the program:**

1. **Is the institution changing the program's method of delivery?** (Yes or No)

4.a **Is the change to the program’s method of delivery related to competency-based education?** (Yes or No)

4.b**. Is the change to the program’s method of delivery related to distance education?** (Yes or No)

4.c **If Yes, Explain the change to the method of delivery:**

1. **Is the institution developing customized pathways or abbreviated modified courses or programs to accommodate a student's existing knowledge and to close gaps between demonstrated prior knowledge and the full requirements of a particular course or program?** (Yes or No)

5.a **Is this a customized pathway prior learning assessment?** (Yes or No)

5.b **If No, Explain the change to the course or program:**