**DEGREE PROGRAM ADDENDUM FORM**

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| **Name of degree program:**  |  |

|  |  |
| --- | --- |
| **Academic Pathway** | For a list of academic pathways, please see <https://www.myccp.online/implementing-guided-pathways/academic-pathways-and-programs> |
| **Department:**  |  |

|  |  |
| --- | --- |
| **Faculty Developer:** |  |
| **Facilitator:**  |  |
| *Briefly describe each change and the rationale for each change. Add rows as needed.* |
| **Proposed Change:**  |  |
| **Rationale/evidence to support change:**  |  |
|  |
| **Proposed Change:**  |  |
| **Rationale/evidence to support change:**  |  |
| *Answering the following questions will help ensure that information for this degree program is properly updated in Banner and the Catalog.* |
| Is the catalog copy (description, entry requirements, etc.) changing?  | [ ] Yes [ ] No [ ] PLO Change |
| Is the **course sequence** changing?  | [ ] Yes [ ] No  |
| Are you updating the **curriculum map**?  | [ ] Yes [ ] No  |
| Are you changing your [**courses and completion sequence**](https://www.ccp.edu/academic-offerings/all-offerings/)? | [ ] Yes [ ] No  |
| Recommended Starting Semester:  | Standard procedure is for approved courses to begin in the fall of the next catalog year (e.g., Fall 2022). |
| **Today’s Date:** | Update this field every time you change the document |
| Use a **Program Addendum form** when you want to: 1. Add one or more courses of equal credit value, with no change in minimum credits
2. Substitute one or more courses of equal credit value
3. Change the title of the degree program
4. Clarify, delete, or add program learning outcomes (PLOs), with no change in the vision for the program
5. Adjust or clarify the catalog copy
6. Adjust or clarify the course sequence or curriculum map

\*More complex course additions or substitutions that lead to a change in credits or changes to entry or graduation requirements may require a program revision proposal. Please contact the Curriculum Development office for more information. |

**Please include, as they apply:**

1. **Curren**t catalog pages and course sequence. Please cut and paste the “Current” section directly from the current catalog.
2. **Proposed** catalog pages and/or course sequence. Highlight all changes in yellow.
3. **Current curriculum map** (Please make sure this is consistent with AEFIS.)
4. **Proposed** **curriculum map** (if changing). Highlight all changes in yellow.
5. **Current** [**courses and completion sequence**](https://www.ccp.edu/academic-offerings/all-offerings/)
6. **Proposed** [**courses and completion sequence**](https://www.ccp.edu/academic-offerings/all-offerings/) (if changing). Highlight all changes in yellow. Your facilitator will work with you to create this after you’ve worked out the changes to the course sequence and other aspects of the program.
7. An **appendix**, if the information clearly supports the proposed changes. The appendix could include:
* Results of student surveys
* Advisory committee reports
* Program review recommendations
* Job market analysis
* Survey of employers
* Survey of transfer institutions
* Fiscal analysis
* Enrollment trends
* Accreditation requirements
* Data related to course-level assessment