Curriculum – Report 25%+ Substantive Change to a Program

When a college wants to implement a program change that exceeds 25% of the current program (a group of related course content and activities), in one large update or over the course of many updates that add up to a 25%+ change, this process describes how it must be reported to the Higher Learning Commission. See below for more information about what decisions must be made before marketing can begin.

This procedure only encompasses the report of the substantive program change and may happen in conjunction with COURSES or PROGRAMS changes/updates.

# **25%+ Substantive Change Reporting Process**

* **College** Curriculum Committee reviews and votes to submit to [Report 25%+ Substantive Change to a Program](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=MHEXIi9k2UGSEXQjetVofauWH2rdIJJLrEYjZMsoDmtUM0lBN0s2MUxGUlUyUkIzVkZMS1NYU1FYUi4u&Token=1a0c7ff3b9804c339df4f55fdaa92685) form.
* **College** representative submits Report 25%+ Substantive Change to a Program form.
* **Provost and PRC review** f**orm.**
  + Incomplete forms will be returned for additional information, or Provost, or PRC, may decline the new/updated program. The Provost or the PRC can decline the submission, returning it to colleges, and once complete, the form may be submitted again.
* **PRC supports report**, sends item to the Accreditation Liaison Officer to the HLC.
* **AACC** notifies College and the Higher Learning Commission.
* **College may begin m**arketing updated program using date submitted in Report 25%+ Substantive Change to a Program form.
* **College** enters updates in PROGRAMS or COURSES System, as needed.
* **AACC**, via the University Curriculum Administrator, updates the program in the Academic Programs Catalog as needed.

## Predicted Milestones in 25%+ Substantive Change (Only) Submissions for Fall 2025

|  |  |  |
| --- | --- | --- |
| **Steps** | **Example 1**  **Optimal Milestones** | **Example 2**  **Optimal Milestones** |
| Intake Form Completed | September 2025 | December 2025 |
| College and Committee Reviews | October–November 2025 | February/March 2026 |
| Marketing and Admissions Notifications | January-February 2026 | April 2026 |
| Program Revisions Launch | August 2026 | Spring 2027 |

## Glossary

[AACC](https://aacc.msu.edu/) Responsible and coordinating office for HLC approval (Stacia Moroski-Rigney), lead for the Provost Review Committee (Stacia), and University Curriculum Administrator (Joy Davis)

[ED](https://www.ed.gov/) US Department of Education

[EPMO](https://evpa.msu.edu/about/epmo/what-we-do) Enterprise Project Management Office, Executive Vice President of Administration

[FS](https://acadgov.msu.edu/facultysenate) Faculty Senate

[HLC](https://www.hlcommission.org/institution/1346/) Higher Learning Commission, MSU's institutional accrediting agency

[OFA](https://finaid.msu.edu/) Office of Financial Aid

[OOI](https://research.msu.edu/acronyms/ooi) Institutional Research (Organization of Interest) application that is the system of record for all organizations and their org codes, and their placement in the hierarchy of Colleges/MAUs, or VP groupings

[OPM](https://ctli.lib.msu.edu/opm) Online Program Manager

PRC The new Provost Review Committee is a standing group of experts in their areas of budget, CIP Codes, International Education, Professional Licensure, Financial Aid, and others who review submitted applications to the UCC+ Processes Intake Form to prevent unfunded, duplicative, inaccurate, and/or non-compliant applications from reaching the UCC

[RBI](https://finance.msu.edu/financial-strategy) Revenue-based Initiative

[RO](https://reg.msu.edu/) Office of the Registrar

[SIS](https://student.msu.edu/splash.html) Student Information System

[TEC](https://education.msu.edu/te/) The Teacher Education Council reviews curriculum related to teacher certification

TPS Third Party Servicers

[UCGS](https://acadgov.msu.edu/UCGS) The University Committee on Graduate Studies has authority on grading policy for graduate and graduate-professional students. The committee reviews changes in graduate and professional academic programs and recommends approval or rejection to the University Committee on Curriculum.

[UCUE](https://acadgov.msu.edu/ucue) The University Committee on Undergraduate Education exercises the faculty’s delegated authority on all changes in undergraduate academic programs proposed by academic units and recommends their approval or rejection to the University Committee on Curriculum.