

**Prairie View A&M University**  
**Existing Degree Program Change Request Form Guidelines for**  
**Completion**

**Instructions. Use this information to complete the Existing Degree Program Change Request Form.**

**I. Current Degree Information:**

College/School:

Department:

Program Name:

**II. Proposed Change:**

- A. Program Identification:** Describe changes to the program identification.
1. Change name.
  2. Change in degree designation (e.g., EdD to PhD, MS to MBA, BA to BS, etc.).
  3. CIP Code change.
  4. Change in administrative unit.
  5. Increase/Decrease in SCH
- B. Justification for Change:** Describe the content of the existing degree program authorized by the Coordinating Board and evidence of the need for the change.
- C. Other Changes Associated With Request.**
1. Focus/purpose or objectives/mission of degree.
  2. Additional areas of employment available to graduates.
- D. Describe changes in the curriculum:**  
**Include information on:**
1. Degree completion requirements.
  2. Additional new courses to be added.
  3. Changes to existing courses.
  4. Courses common to all students in the degree plan
  5. How will the set of courses required of all students in the degree program change?
  6. New specializations (tracks, concentrations, focus areas, emphases, etc.)
- E. Describe new accreditation, licensure & certification**
1. What new program accreditation would become available?
  2. What new professional licensure or certification would become available?
- F. Describe changes needed in core faculty**
1. New faculty needed to implement proposed change
  2. New areas of expertise sought in additional faculty during past three years that have contributed to degree program change
  3. New areas of expertise in additional faculty that will be hired during the upcoming three year
  4. Existing faculty that will be reassigned to a different program or terminated.  
Other faculty that would become responsible for program delivery.
- G. Cost:**
1. Please indicate new costs that will be incurred with the modification to the degree program during the first five years after the changes.
  2. How will these costs be met?