

Curriculum Approvals Protocol

For situations not addressed by this document, contact accreditation@heritage.edu

NWCCU notification or approval NOT required	UGCC/ GCC	AAA	Pres	AACOB & Board
Current course description change - proofreading / minor change	No	n/a	n/a	n/a
Change in Order classes offered by semester	No	n/a	n/a	n/a
Course Inactivation	No*	No*	No	No
Course modification (e.g. credit hours, listed GUCR, cross-listing, pre-requisites)	Vote*	Vote*	No	No
Change in Required Course(s) for a program	Vote*	Vote*	No	No
New Course(s) - (delivery model may trigger additional approvals)	Vote*	Vote*	No	No
Change of Academic Policy	Vote	Vote	Yes	No
GUCR Requirements (only applied to UG)	Vote	Vote	Yes	Info

Portal Updates/Notification (NWCCU approval confirmation in 30 days)	UGCC/ GCC	AAA	Pres	AACOB & Board
Update transcribed program name	Vote	Vote	Yes	Info
Change in number of credits associated with a program (less than 25% aggregate change)	Vote	Vote	Yes	No
Suspending a program (pausing for redesign, teach out plan REQUIRED)	Vote	Vote	Yes	Info
Suspending a program (if closing, teach out plan REQUIRED)	Vote	Vote	Yes	Yes
Reactivating a program after suspension	Vote	Vote	Yes	Info
Terminating a program (no enrolled students; no teach out)	Vote	Vote	Yes	Yes
New or change in program delivery model to > 50% hybrid or online.**	Vote	Vote	Yes	Info
Offering the program at an additional location (other than Toppenish campus)	Vote	Vote	Yes	Info
Adding a new pathway, concentration, emphases, option, tracks, or endorsement to a previously approved (transcribed) academic degree program or certificate (less than 25% aggregate change) from programs previously approved.	Vote	Vote	Yes	Info
Adding a new academic degree program (transcribed) that do not represent a significant departure (less than 25% aggregate change) from programs previously approved.	Vote	Vote	Yes	Yes

Minor Changes Requiring Staff Review (\$1000 or \$1500 fee, approval within 30-60 days)	UGCC/ GCC	AAA	Pres	AACOB & Board
Adding a new academic degree program that represent a significant departure (25% or more aggregate change) from program(s) or related programs previously approved	Vote	Vote	Yes	Yes
Change in number of credit hours awarded for successful completion of a program (25% aggregate change (or more) of total program credits (120))	Vote	Vote	Yes	Info
Initiating or expanding Competency-Based Education (CBE) where 50% or more of the courses or credits in an academic program are provided using CBE	Vote	Vote	Yes	Yes

Minor Change Requiring Panel Review (\$1500 fee, approval in 3 to 6 months)	UGCC/ GCC	AAA	Pres	AACOB & Board
Initiating or expanding Direct Assessment delivery where 50% or more of the courses or credits in an academic program are provided using direct assessment	Vote	Vote	Yes	Yes
Initiating or expanding Correspondence course delivery.	Vote	Vote	Yes	Yes

Note: Program is anything transcribed and includes degrees, majors, certificates, pathways, concentrations, emphases, options, tracks, and endorsements.

*Vote required if change has impact on other program(s). If no impact on other programs, must be brought as informational.

**Provost must be involved in this action