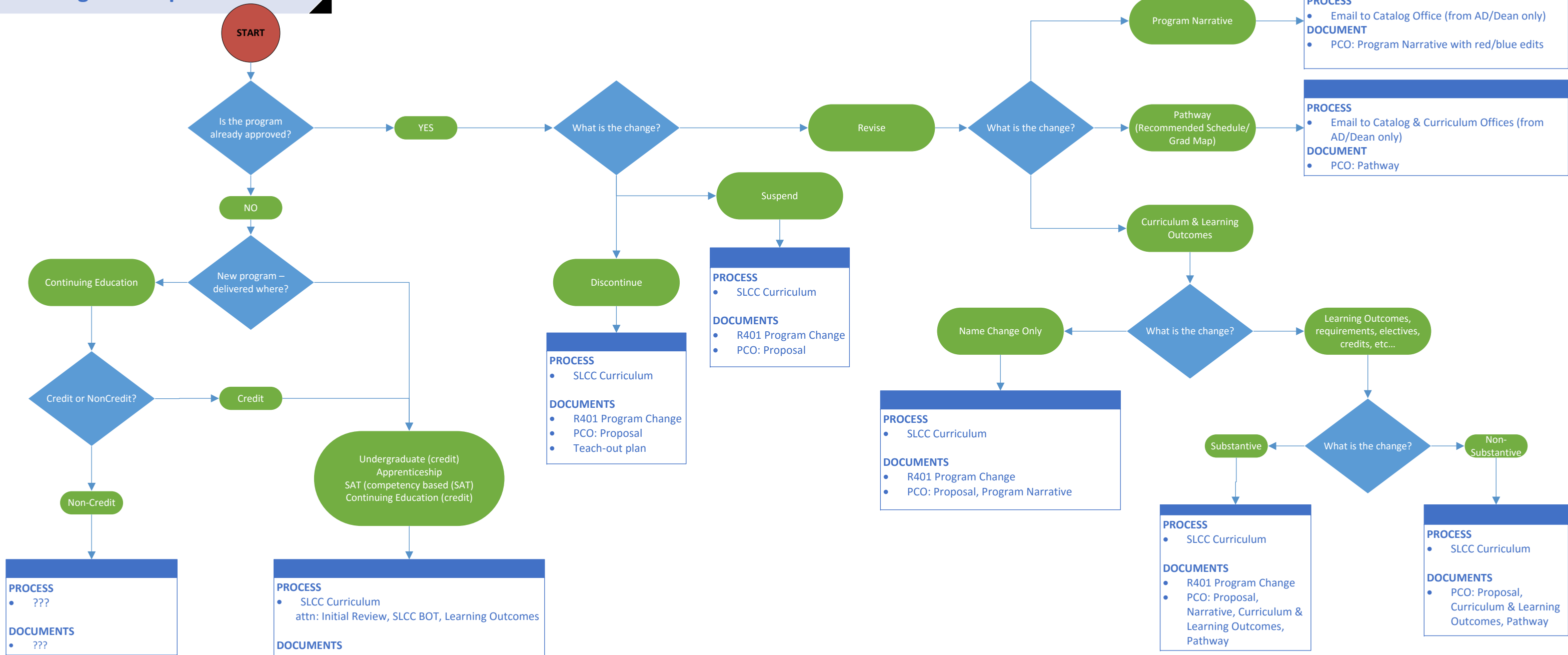


Program Proposal Guide



Definitions

- **R401**: required for program changes by USHE Board of Regents & SLCC Board of Trustees; templates vary based on program proposal
- **PCO: Program Curriculum Outline; content built from separate templates/forms based on program proposal:**
 1. **Proposal**: summary document of program proposal; includes check-list of documents and process
 2. **Program Narrative**: program narrative information; includes location, faculty, description, cost, transfer, etc ...
 3. **Curriculum & Learning Outcomes**: program curriculum requirements including program-level student learning outcomes (mapped to SLCC SLOs)
 4. **Pathway**: guide for students to complete program requirements; tailored to student's end goal of workforce or transfer (discipline & institution)
- **NWCCU**: Northwest Commission of Colleges & Universities, SLCC's accrediting agency; documentation required based on program proposal
- **Gainful Employment**: U.S. Department of Education requirement for all Certificates of Completion
- **Financial Aid Evaluation**: document from Financial Aid Office to evaluate eligibility for student Title IV funding
- **Suspend**: programs placed in suspension for ## years for assessment;
- **Discontinue**: program is ended
- **Teach-Out Plan**: students are given a reasonable amount of time to complete requirements in discontinued programs (typically 2 years); includes course sequencing for student completion and communication to students
- **Substantive Change**: change is 25% or more of program requirements including learning outcomes