

# Expedited Program of Study Changes Worksheet

**Program of Study Title**: Click or tap here to enter text.

**Curriculum Code (Current):** Click or tap here to enter text.

**Degree/Certificate Awarded (Current):** Choose an item.

**Proposed Effective Semester (e.g., Fall 2024): Fall** Click or tap here to enter text.

## General Information

**Person(s) developing the proposal**: Click or tap here to enter text.

**Division**: Choose an item.

**Program Review Area:** Choose an item.

**Has the Dean reviewed and approved?**

 [ ]  **YES** [ ]  **NO**

 **If yes, provide Dean’s name and date of approval.**

Click or tap here to enter text.

**Has the Provost Cabinet reviewed and approved?**

 [ ]  **YES** [ ]  **NO**

 **If yes, provide the date of approval.**

Click or tap to enter a date.

**Has the ALO reviewed and approved?**

 [ ]  **YES** [ ]  **NO**

 **If yes, provide the date of approval.**

Click or tap to enter a date.

## Award Type Change

**Degree/Certificate Awarded (Current):** Choose an item.

**Degree/Certificate Awarded (Change):** Choose an item.

**Reason for Change:** Click or tap here to enter text.

## Curriculum Code Change

**Change Curriculum Code:**  [ ]  **YES** [ ]  **NO**

**Curriculum Code (Current):** Click or tap here to enter text.

Reason for Change: Click or tap here to enter text.

## CIP/SOC Information *(If the CIP Code is changing, you need to discuss this change with the Market Research Analyst.)*

**Does this change require a change in the CIP Code?**

[ ]  **YES** [ ]  **NO**

**If so, please provide**

**Current CIP Code:** Click or tap here to enter text.

**New CIP Code:** Click or tap here to enter text.

**Does this change require a change in the SOC Codes?**

[ ]  **YES** [ ]  **NO**

**If so, please provide**

**Current SOC Codes:**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

**New SOC Codes:** Click or tap here to enter text.

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

Pathway *(A copy of the pathway with revisions marked needs to be included. Extensive revisions may require completion of the New Program of Study Proposal form.)*

**Are there revisions on the Pathway?**

[ ]  **YES** [ ]  **NO**

Reason for Change**:**

Click or tap here to enter text.

**Does the program have any active Transfer Guides/Articulation Agreements?** *Review the current* [*Transfer Guides & Articulation Agreements webpage*](https://www.lcc.edu/academics/transfer/agreements.html)*.*

[ ]  Yes [ ]  No

## Additional Comments

Click or tap here to enter text.

**When completed:**

* **Forward this completed worksheet and any attachments to your Program Director, Associate Dean, or Academic Coordinator.**
* **The documents will be reviewed.**
	+ **If the CIMT rep has questions, you will be advised.**
	+ **If** **no questions, your CIMT rep or designee will enter the information into the 5-Star ticket system and the process will begin.**

**If you wish to be advised of the status, please check with your CIMT rep. or** **designee.**

## *AA Office Use Only:*

|  | Status | Initials | Date |
| --- | --- | --- | --- |
| 1. | Reviewed and approved by Dean |  |  |
| 3. | Reviewed and approved by Provost Cabinet |  |  |
| 4. | Reviewed and approved by ALO |  |  |
| 5. | Received submitted 5-Star Ticket form |  |  |
| 6. | Forwarded to Curriculum Committee |  |  |
| 7. | Reviewed and approved by Curriculum Committee |  |  |
| 8. | Reviewed and approved by Academic Senate |  |  |
| 9. | Reviewed and approved by Provost/designee |  |  |

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The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education’s Office of Civil Rights, Michigan Department of Civil Rights.