

Process for Changes to Interest Areas/Areas of Study

1. **Division/Department collaboration.**

The faculty or group making the proposed revisions should collaborate with the dean of the division, other faculty/department heads, and/or any other deans in potential divisions affected by the proposed change.

2. **Option I: CurricUNET submission.** If the proposal is in conjunction with a NEW Program that is being submitted via CurricUNET, the suggestion of Interest Area/Area of Study will be made by the CS to the faculty during Technical Review.

Option II: Dynamic Form Submission If the change/update is not being made in conjunction with the proposal of a New Program, faculty will fill out a Dynamic Form that will be routed to appropriate Academic Counselors and Office of Instruction.

[Dynamic Form Link](#) (Portal Login Required)

3. **Academic Counselors and Office of Instruction collaborate with faculty/department.** This will mostly take place over email.

- Office of Instruction will be verifying language and format. (e.g. Specific program names and numbers used, proposal is clear and concise and does not conflict with any other Interest Areas or Areas of Study.)
- Counseling will be verifying counselor Interest Area assignments, student cohort shifts in assigned counselors, and capacity needs in both program mapping and counselor load ratios.

Once collaboration is complete, the *Office of Instruction will submit the proposal to the Academic Senate Agenda, notifying Counseling and interested faculty.*

4. **Review/Approval by Academic Senate.** The Academic Senate will review the proposed changes as an Information Item. If any objections are raised, the matter will be reclassified as an Action Item and will require a formal vote.

5. **Dynamic Form** is marked complete by Office of Instruction. Office of Instruction informs the following departments/areas that the change is complete:

1. Marketing
2. Program Maps
3. Program Review Committee
4. Counseling

6. **Catalog is updated** (*changes submitted past May will be processed for the next year's Catalog (e.g. if you submit your change in June 2025, the change will go into effect for the 26-27 Catalog.)*)

7. **Counselor interest area assignments** adjusted as needed (*Student Services*). Counseling website, presentation and marketing materials updated.

8. **Cohort students notified of change in counselor**, if needed.