

4201.1 General Policy

See policy.wright.edu for ODHE/HLC forms	Wright State University (WSU)	Ohio Department of Higher Education (ODHE)	Higher Learning Commission (HLC)
New Degree or Major <i>(ODHE and HLC forms available at above website under Curriculum Development and Review)</i>	Undergraduate Curriculum Committee (UCC), Faculty Senate, Provost, and Board of Trustees	Yes	Yes, if significant departure from current programs, acquired from another institution, or outside HLC stipulations; otherwise notification after ODHE approval
New Educator License or Endorsement and Changes of 50% or more	UCC, Faculty Senate and Provost	Yes, with public comment period and for change of 50% or more of program requirements	Not Required
New Minor or Concentration	UCC, Faculty Senate and Provost	Not Required	Not Required
New Certificate <i>(HLC form available at above website under Curriculum Development and Review)</i>	UCC, Faculty Senate and Provost	Not Required unless seeking a state designation as a technical certificate for specific employment opportunities	Yes (Formal approval if Title IV eligible or 50% or more courses are new or if significant departure from current programs.)

New Micro-credential	UCC, Faculty Senate and Provost	Not Required.	Not Required.
Modification to Major	<p>UCC</p> <p>Faculty Senate and Provost required for termination</p> <p>Faculty Senate, Provost, and Board of Trustees approval required if change is 50% or more of program, which is considered a new major</p>	<p>Yes, if program change is 50% or more of degree requirements.</p> <p>(Submit ODHE inactivation form if terminating)</p>	<p>Notification required for all changes of 25% or more (learning outcomes, curriculum) or for change in mode of delivery</p> <p>Teach out plan required for programs at closed/suspended locations if 100% of the program is offered at that site. Otherwise, HLC notification for cancellation or suspension with teach-out plan</p>
Modification to Minor, Concentration, Certificate, or Micro-credential	<p>UCC</p> <p>Faculty Senate and Provost required for termination</p>	Not Required	Not required unless closing a location where 100% of a Title IV eligible certificate is offered
Location: New and Existing Programs where 50% or more of requirements are offered	UCC, Faculty Senate, Provost	<p>Yes</p> <p>New locations may require public comment.</p>	<p>Notification and receipt of acknowledgement in advance is required before teaching at new location. Approval required if substantial increase/decrease in credit hours. Notify</p>

**(Also applies to
Certificates eligible for
Title IV funding.)**

*See HLC column for
closure and suspension
requirements.*

of program
cancellation or of
more than one
semester suspension.
Approval of a teach-
out program required
for
closure/suspension if
100% of degree or
certificate is offered
at location.

**50% or more of
Degree Program can
be completed Online**

UCC, Faculty
Senate, Provost

Yes

Change request
should be
submitted at
least 3 months
prior to planned
implementation

Notification if 50% or
more of required
courses can be taken
online (online course
defined as 75% or
more of instruction
and interaction occurs
with faculty and
students separated)

[See Policy 4160 for
WSU Online Course
Terminology]

**Name Change
(major, minor,
concentration,
certificate)**

UCC, Faculty
Senate, Provost

Yes for Major
or degree type
(i.e., BA to BS)

No, unless change to
degree type (i.e., BA
to BS)

**New or Modified
Courses**

UCC

Not Required

Not Required

**Course Location:
New international or
out-of-state
(includes
closure/suspension for
more than one semester)**

APPROVED BY UAPC NOV 16, 2022