

Procedure **Program Move Guidelines**



Procedure Number: 201.73
Date Adopted: 4/16/20
Last Revision: 4/16/20
Approved by: Faculty Senate
Reference: Intercollegiate Graduate Program Move Process Resolution, 3/19
Program Move Form, Program Move Budget Form

Reorganization within Academic Affairs involving the administrative move of a department from one college/school to another college/school requires thoughtful consideration of instructional budget consequences and appropriate notice to various departments for necessary coding changes. This includes the amount of funding that will move with the program, any assets or liabilities that remain in the original college or school, those that will follow the unit to its new college or school and updates to the accounting/reporting codes. A report shall be prepared by the Provost's Office.

The report will include an analysis of the impact of the allocation of all moving unit resources and liabilities on undergraduate and graduate education. It will also identify the changes needed to accounting and reporting codes.

Affected units will be meaningfully consulted by the Provost or his designee prior to submission of the report and analysis. Minutes will be taken of the consultation and approved (amended if necessary) by those in attendance to ensure they accurately reflect the discussion.

The report, analysis and minutes of affected unit consultation shall be submitted with the program move form to the Faculty Senate Office. The curriculum committees (ASCRC and Graduate Council) will have access to this information for their review.

Once the program move has been approved by the Faculty Senate, the Provost's Office will notify Business Services, the Registrar's Office and the Data Office of any changes needed to update Banner or other systems.