ACADEMIC PROGRAM INVENTORY (API) CHANGE REQUEST

Use this form when you need to change a characteristic (e.g., name, number of credit hours), the status (e.g,, suspended, expired), or the CIP code associated with your program. This form should be completed by the Department Chair after conducting conversations with department faculty. This information will be used by the Office of Academic Affairs and the Registrar's office to make the changes in our system and to submit the required documentation to Purdue University West Lafayette and the Indiana Commission for Higher Education.

Name of Existing Certificate/Degree Program:
(as shown in the API)

CIP Code for Existing Certificate/Degree Program:

Nature of Change (select one and include additional information as requested)

Changing the name of a Certificate/Degree program

New name:

Changing the number of credit hours:

Current # of credit hours: New # of credit hours:

Changing the CIP code

New CIP Code:

Eliminating a Certificate/Degree program

Definition: Students will no longer be admitted to the program. A full new program proposal must be submitted for a successor program to be created under that CIP code and level.

Suspending a Certificate/Degree program

Definition: Students will no longer be admitted to the program. Students can be re-admitted into a suspended program **after** the Commission approves, a request to change the status of the program from "suspended" to "active."

Reinstating a Certificate/Degree program

Definition: Changes a Suspended program status to an "Active" status.

Please provide a brief rationale for the requested changes:

_____

Department Chair Signature   *Date*

_____

Dean Signature   *Date*

_____

Vice Chancellor for Academic Affairs Signature   *Date*

PLEASE NOTE: The Office of Academic Affairs will collect electronic signatures from the Chair, Dean, and Vice Chancellor for Academic Affairs after the form has been filled out and submitted to the Associate Vice Chancellor for Academic Programs with the rest of the program proposal.