

Program Change: 50% Threshold Calculation Worksheet



Use this worksheet to determine whether proposed changes to a program meet the 50% threshold for substantial change.

A substantial change to a program occurs when **50% or more of the program's requirements are modified**. To calculate the percentage of change, please use the table below.

HELPFUL TIPS

- Provide all current and proposed program requirements, excluding general education requirements unless the course also serves as a program requirement.
- Elective changes are included in the 50% change calculation when the total number of elective Percentcredits required for a student to complete the program and graduate is modified. Changes to the elective options themselves are not included unless they result in the change to the total elective credits requirement for program completion.
- Over time, programs may make changes to their requirements that do not meet the 50% threshold. Once the cumulative changes reach the 50% threshold, a substantial change to the program must be submitted to MHEC. Once the threshold is reached, someone from Academic Affairs will reach out regarding the appropriate paperwork.

MODIFICATION TABLE

Example For Training

Program Requirement	Credit	Added, Removed, No Change	Credit Added or Removed
PHIL 101: Introduction to Philosophy	4	No Change	0
PHIL 102: Critical Thinking	4	Removed	0 (part of a multiple-option program requirement)
PHIL 123: Made-up course (replaces PHIL 290)	4	Added	4
PHIL 290: Proseminar in Philosophy	4	Removed	4
Choose 3 electives from the following:	12	Added 1 additional elective course requirement for 16 credits	4

*Total Credits for program completion: 28; Total Credits Changed: 12 = 43%