

zInstitutional Change Form other

Institutional Change Form ▼

William & Mary's [Institutional Change Policy](#) was established to ensure that academic and organizational changes are coordinated internally and comply with internal and external requirements.

**Select Institution
(system required)***

**Title of
Contemplated
Change:***

**Envisioned Change
Type(s):***

**Please indicate if
the envisioned
change will include:**

- Online or other distance learning component
- New tuition/fees
- International student enrollment
- Study Abroad
- Tuition exchange program
- Financial Aid for students
- Credit-bearing courses/experiences
- Diploma, Certificate, and/or transcript
- Catalog entry
- Alternative to traditional contact credit hour
- Financial impact
- Changes to academic calendar
- New library resources
- None of the above
- Other (please explain below)

Other

Have you reviewed [Whom to contact](#) in the Pre-Proposal and initiated relevant discussion?

Select One Yes
 No

If your change is to an academic program, will students be able to earn credits at an off-campus site?

- Yes
- No

If courses will be offered at an off-campus site, please describe location and credit hour allotment.

Primary faculty or office SUBMITTING this form

Other Faculties and/or Offices INVOLVED in the change

Other Faculties and/or Offices that COULD BE IMPACTED by the change (e.g., to offer prerequisites, requirements, combination degrees)

Comments about other Faculties/Offices involved in and/or impacted by the change

Tentative date of implementation (term and year)

Please provide a brief description of the change (e.g., rationale for change, location of change, resource implications, and anticipated impact on existing programs/offices.) *Limited to 2000 characters, include additional file attachment if more space is needed.* If you would like to attach additional documents, scroll to the top and click on the Files icon in the Proposal Toolbox. (A white paper icon with a green plus sign in it.)

Description

Indicate approvals required by your bylaws and, when available, date approvals were secured (e.g, educational policy committee, school faculty, dean)

Senior Administrator who endorses this change (e.g. Dean, Vice President)

Unit head who is in charge of this change. (If same as person submitting this form, add "same as originator" in Last Name field.)

Last Name

First Name

WM Email

Primary contact who can address questions about this change. (If same as person submitting this form, add "same as originator" in Last Name field.)

Last Name

First Name

WM Email

The Office of the Provost will review this form and respond within four weeks. Contact the Associate Provost for IAE with questions regarding the review process.

FOR IAE OFFICE USE ONLY

Approvals Required

- BOV
- SCHEV
- SACSCOC
- Title IV Aid
- DHS
- Other

Approvals Uploaded

- BOV
- SCHEV
- SACSCOC
- IAE Checklist