

Procedure for the approval of new and revised A&S undergraduate academic programs

The general procedure for creating or revising academic undergraduate A&S programs is the following:

Proposals for new programs or changes in programs must be approved first by the Committee on Educational Programs (CEP), then by the A&S Faculty Council, and finally by the A&S Faculty. It may take a week or two after a proposal is received to call a CEP meeting. If all goes well, it may take another four to seven weeks from the CEP meeting until the proposal appears before the A&S faculty. If the CEP or the FC requests revisions or clarifications, the process can take longer. Therefore, proposals should be presented to the CEP as early as possible; **proposals received later than mid-February might not be approved in time for implementation in the next academic year** (the deadline will be announced well in advance by the Chair of the CEP).

To help ensure that proposals are reviewed as quickly as possible, previous Committees on Educational Programs have established the following guidelines:

- 1. Proposals for new programs or changes in existing programs should be in a form ready for publication in the *Catalog*, i.e. Catalog-ready copy. Proposals should also include a copy of the current *Catalog* section with the proposed changes clearly marked (e.g. with new wording in **red** and deleted wording ~~crossed out~~). Please do not include a listing of course descriptions (if you do, it will be discarded). Michael Muise will add the updated list of course descriptions to the proposal. Further, make sure that the content of your Catalog-ready copy is current; for example, make sure that all references to other departments and to courses are correct and that your introductory paragraph is appropriate.
- 2. Proposals should be accompanied by a rationale and signed by the Chair of the Department or the Director of the Program.
- 3. Proposals for new programs should include an explanation of the impact of the program on factors such as staffing, space, computing facilities, and the library.
- 4. If proposed new programs or program changes entail new costs, the proposal must be reviewed by the appropriate dean and budgetary approval must be received before review by the CEP.
- 5. All proposals affecting other departments and programs must have the approval of these entities before review by the CEP.
- 6. New international programs must have the approval of the appropriate administrative officers, including the Director of Overseas Study and the Study Abroad Committee, before they are submitted to the CEP.
- 7. For new academic majors or **substantial** revisions of current majors, an assessment plan must be submitted along with the proposal, the rationale, and the catalog-ready copy. The assessment plan must include the learning outcomes for the major and the methods by which the academic program will determine whether graduating majors have achieved these learning outcomes. For more information about this requirement, please consult with Jonathan Bremer.

Please send proposals for consideration by the CEP *electronically* to Michael Muise, A&S Dean's Office, 311 Kirkland Hall. Michael will log the proposal, send a copy to the Chair of the CEP and other committee members, and--if necessary--help to schedule a meeting of CEP members.