

## **New Programs, Program Changes, Program Deletion**

### **UNIVERSITY OF THE DISTRICT OF COLUMBIA INTERIM ACADEMIC SENATE**

#### **CURRICULUM PROPOSAL GUIDELINES: Program OFFERINGS**

The following procedure shall be used when any academic program is to be initiated or modified. It includes review by appropriate committees and academic administrators in a time frame that will allow expeditious dispatch as indicated in the “Channel for Reviews.” These procedures establish a system of primary review and approval at the level of department, program, and school, supplemented by a university-wide review system that ensures congruence with university objectives, resources, and desired academic standards.

#### **I. PREPARING THE PROPOSAL**

The initiator (individual or academic unit) shall provide the following information:

- A. The type of review requested
  1. Review of existing program
  2. New program(s)
  3. Program deletion
  
- B. Description of proposed program change, courses, requirements, prerequisites, and syllabi as applicable.
  
- C. In reviewing a proposal for a new program, Program Coordinators, Department Curriculum Committees, Department Chairpersons, College Curriculum Committees, College Deans, and the appropriate Senate committee (Academic Standards, Programs, and Policies Committee (ASPPC) for undergraduate programs; Graduate Council (GC) for graduate programs) will examine the program’s feasibility in terms of the factors listed below. All applications shall address these factors, and all reviewers should include relevant commentary regarding these factors:
  1. Demonstration of need (including internal and external supporting data)
  2. Congruence with academic unit objectives and university mission.
  3. Avoidance of duplication or overlap with existing courses or programs.
  4. Relationship with other programs/departments/schools/colleges/ with written response from those concerned.
  5. Standards of relevant accrediting agencies and/or professional societies.
  6. Number of students immediately affected if relevant. Projected enrollment, if relevant.

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7. Effect on student development, employment, or program effectiveness, if relevant.
  8. Adequacy and appropriate qualification of current faculty and support staff. Identify additional needs if any.
  9. Adequacy of current facilities (offices, classrooms, labs, etc.)
  10. Adequacy of supplies and equipment. Identify additional needs, if any.
  11. Estimated costs, available funds and probable funding sources.
  12. Adequacy of supportive library and technical resources.
- D. If the proposal is for program change(s) or deletion(s), the following information should be provided in addition to relevant items required in item C above.
1. The number of students served during the past 4 academic years, itemized by semester (include graduates, majors, non-majors in courses, etc.)
  2. Rationale for proposal.
  3. Probable impact on unit.
  4. Faculty and staff affected.
- E. Proposed date of implementation.

II. SUBMISSION OF PROPOSALS AND COMMENTS TO ASPPC

- A. Once a new program, program change, or program deletion has been approved by the College Dean, one (1) hard copy of the proposal (along with comments from appropriate levels, and with Transmittal Form with appropriate signatures as the cover sheet) shall be submitted by the initiator to the Chair of the appropriate Senate Committee (ASPPC for undergraduate proposals, GC for graduate proposals).
- B. An electronic copy of the proposal, in the form of a locked document (e.g., PDF file) shall also be submitted to the Chair of the appropriate Senate Committee, who will then ensure that this electronic copy is posted on the Committee's Blackboard site for review by the entire Committee.
- C. If timely action cannot be met at any level, the authority at that level must promptly inform all involved parties, including the ASPPC or GC Chair. The Chair shall monitor such delays and make determinations on disposition of the proposal.

III. CHANNEL FOR REVIEWS

- Step 1: Initiator (originator)  
Step 2: Department Curriculum Committee  
Step 3: Through the Dean to the School/College/Division Curriculum Committee  
Step 4: School/College/Division Dean/Director

NOTE: When proposals are initiated above the department level, they shall be returned to the appropriate department and forwarded through channels for Senate review and recommendation. Faculty and departments should be contacted regarding issues which transcend programs/departments.

- Step 5a: For undergraduate proposals: Academic Standards, Programs, and Policies Committee of the Interim Academic Senate
- Step 5b For graduate proposals: to Graduate Dean for consideration by Graduate Council
- Step 6: Interim Academic Senate
- Step 7: Provost
- Step 8: President (if required)
- Step 9: Board of Trustees (if required)

NOTES:

The initiator is responsible for monitoring the progress of the proposal. Initiators should keep in mind that, in order for the ASPPC/GC to review an application, that application must arrive at the ASPPC/GC, with appropriate approval signatures, no later than the October preceding the Fall Semester, or the February preceding the Spring Semester, in which they hope to implement program changes. Initiators should begin at the Department and College levels early in the semesters prior to those ASPPC/GC deadlines (see below). At the time of Program Change Proposal initiation, the initiator shall notify the ASPPC/GC that a program change is being proposed, and a brief (one-page) summary should be included with that notification.

If, at any time, the Program Change Proposal is denied or withdrawn, the initiator shall inform the ASPPC/GC of that action. If the initiator or a reviewer feels that timely action has not been taken at any level, and no adequate written explanation has been received, the initiator or reviewer may alert the ASPPC/GC, which may then take responsibility for the application.

Recommendations for changes in programs and academic requirements must be approved by the Provost. New degree programs must be submitted to the President for considerations and transmittal to the Board of Trustees. Certification programs do not need board approval.

IV CALENDAR DEADLINES FOR FALL IMPLEMENTATION

- A Proposals for new programs must be submitted to the ASPPC by the end of October of the Fall Semester preceding the proposed Fall Semester implementation. Proposals will be considered in order of submission and action will be taken as time permits.

B Program Change Proposals seeking implementation in the second Fall Semester following a Spring Semester initiation should be:

**Comment [B1]:** Not sure I understand this timing. Does it mean spring 2011 for Fall 2012 implementation?

1. initiated and submitted to the Department Curriculum Committee by the end of the 4th week of Spring classes, and, if approved,
2. submitted by Department Curriculum Committee to the Department Chair by the end of the 8th week of Spring classes, and, if approved,
3. submitted by the Department Chair, through the College Dean, to the College/School Curriculum Committee by the end of the 12th week of Spring classes, and if approved,
4. submitted by the College/School Curriculum Committee to the College/School Dean by the end of the Spring Semester.

C Proposals for new programs must be submitted to the ASPPC/GC by the end of February of the Spring Semester preceding the proposed Spring Semester implementation. Proposals will be considered in order of submission and action will be taken as time permits.

D Program Change Proposals seeking implementation in the second Spring Semester following a Fall Semester initiation should be:

1. initiated and submitted to the Department Curriculum Committee by the end of the 4th week of Fall classes, and, if approved,
2. submitted by Department Curriculum Committee to the Department Chair by the end of the 8th week of Fall classes, and, if approved,
3. submitted by the Department Chair, through the College Dean, to the College/School Curriculum Committee by the end of the 12th week of Fall classes, and if approved,
4. submitted by the College/School Curriculum Committee to the College/School Dean by the end of the Fall Semester.

E Program Change Proposals received by the ASPPC/GC will be reviewed within eight weeks, and recommendations will be presented to the full Senate. The full Senate will vote on the proposal at the successive Senate meeting, or within four weeks, whichever comes later.

**UNIVERSITY OF THE DISTRICT OF COLUMBIA  
UNIVERSITY SENATE  
ACADEMIC PROGRAMS  
TRANSMITTAL FORM**

**TYPE OF REVIEW REQUESTED** \_\_\_\_\_

\_\_\_\_\_  
**Department Curriculum Committee Chair** **Date**

\_\_\_\_\_  
**Department Chair** **Date**

\_\_\_\_\_  
**College/School Curriculum Committee Chair** **Date**

\_\_\_\_\_  
**College/School Dean/Director** **Date**

\_\_\_\_\_  
**University Senate ASPPC/GC Chair** **Date**

\_\_\_\_\_  
**University Senate President** **Date**

\_\_\_\_\_  
**Provost** **Date**

\_\_\_\_\_  
**University President (if required)** **Date**

\_\_\_\_\_  
**Board of Trustees Chair (if required)** **Date**