

CLARION UNIVERSITY OF PENNSYLVANIA
PROCEDURES FOR IMPLEMENTING CURRICULAR CHANGE

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TABLE OF CONTENTS

INTRODUCTION.....	4
IMPORTANT DEFINITIONS.....	4
PROCEDURES.....	6
<u>PART ONE: CHANGES REQUIRING ONLY NOTIFICATION OF CCPS</u>	
I. MINOR CURRICULAR CHANGES	6
II. CROSS-LISTING OF COURSES WITH OTHER DEPARTMENTS.....	6
<u>PART TWO: CHANGES REQUIRING APPROVAL BY CCPS</u>	
III. ADDITION OF NEW COURSES.....	8
IV. DELETION OF COURSES	10
V. CHANGES IN REQUIREMENTS FOR AN ACADEMIC CONCENTRATION, MINOR COURSE OF STUDY, OR MAJOR WITHIN AN EXISTING DEGREE PROGRAM	10
VI. EXPERIMENTAL COURSES	11
VII. SPECIAL TOPICS COURSES.....	11
VIII. WORKSHOP COURSES	12
IX. CREDIT HOURS FOR EXISTING COURSES.....	12
X. ADDITION OF PROGRAMS OF STUDY.....	12
XI. DELETION OF PROGRAMS OF STUDY.....	13
XII. CHANGE OF DEPARTMENT/DIVISION/COLLEGE NAME.....	14
XIII. CHANGE OF DEGREE NAME	14
XIV. GENERAL EDUCATION COURSE SUBMISSION AND APPEAL PROCESS.....	14

IMPORTANT NOTES.....	15
APPENDIX I: GUIDELINES AND CHECKLIST FOR NEW CURRICULAR PROPOSALS.....	16
APPENDIX II: GUIDELINES AND CHECKLIST FOR EXPERIMENTAL COURSE PROPOSALS.....	18
APPENDIX III: GUIDELINES AND CHECKLIST FOR SPECIAL TOPICS PROPOSALS.....	19
APPENDIX IV: REQUIREMENTS FOR THE ADDITION OF NEW PROGRAMS	20
APPENDIX V: MINOR COURSE OF STUDY DEFINITION AND POLICY	24
APPENDIX VI: CERTIFICATE PROGRAMS: DEFINITION AND POLICY	25
COVER SHEET FOR CURRICULAR CHANGES REQUIRING APPROVAL BY CCPS	27
INDEX.....	29

INTRODUCTION

In each section herein, when any proposal for curricular change is involved, the appropriate dean shall receive a copy of such proposal before its circulation and shall have the opportunity to review and make written comments or recommendations concerning it within ten working days of such receipt. Proposals for curricular changes will be reviewed in the fall and spring semesters of each year.

IMPORTANT DEFINITIONS

CONCENTRATION: A grouping of courses within a discipline or within related disciplines intended to prepare a student according to specializations within the discipline. It is not a different degree.* (See **V.**)

COURSE OUTLINE: A one- to two-page outline of the course content.

CREDIT HOUR: The catalog listing of the Carnegie unit of semester hour credit a student receives upon successfully completing a course.

CROSS-LISTING: A course which is listed under the number and title of a course in two or more departmental catalog sections but is commonly taught to students of all such departments in common sections, at common times, and with the same content and requirements. (See **II.**)

DEGREE PROGRAM (MAJOR): Any degree program in accordance with the SSHE Procedures for Approving New Degree programs. (See **V., IX., X., Appendix IV**)

EXPERIMENTAL COURSE: A course about which some aspect such as market, place within the curriculum, content, or other characteristics needs to be evaluated prior to development of a regular offering. Approval to offer such a course twice in order to determine such aspect(s) may be granted. (See **VI.**)

MINOR COURSE OF STUDY: An additional course of study a student may take to focus interest in an area other than the major. All minors require at least 18 semester hours in a specified program of study which may be offered within one department or across several departments. (See **V, IX, X, Appendix V**)

*The terms track, focus, option, specialization, and emphasis carry no official recognition at Clarion University.

MINOR CURRICULAR CHANGES: Changes in catalog course title, number, and course level (not including changes from graduate to undergraduate level or vice versa) and editorial changes in the catalog description or title that do not alter the course content. (See I.) (For substantive changes or changes from graduate to undergraduate, see Important Notes, B, page 15. For changes in credit hours or prerequisites, see IX., p. 12)

SPECIAL TOPICS COURSE: A course, covered by that generic title in the catalog, by which a department may present various topics in the departmental discipline one time only. A Special Topics course may be repeated after three years. Otherwise, the course should be an Experimental or New course. A blanket approval that departments may offer Special Topics courses was given in the Senate on October 4, 1976. (See VII.)

WORKSHOP COURSE: A course, covered by that generic title in the catalog, by which a department may present various topics in the departmental discipline. A workshop is a course offered to graduate and/or undergraduate students addressing current knowledge and methods in a discipline. Workshops typically meet for extended periods of time.

PROCEDURES

PART ONE: CHANGES REQUIRING ONLY NOTIFICATION OF CCPS

I. MINOR CURRICULAR CHANGES (See Important Definitions, p. 5)

- A. These changes are entirely within the authority of the department, subject to administrative approval, and should be made according to procedures established by the department for such actions. A cover sheet and rationale explaining how the change fits the definition of minor curricular change must be included. (See page 5 for definition)
- B. When the department has approved the change, the appropriate dean shall be sent a copy of the change for review and recommendations.
- C. After the dean has had an opportunity to review the proposal and make recommendations, the department chair shall forward one copy to the chair of Senate, and ten copies to the Chair of CCPS. After review by CCPS, the change(s) will be read into the Minutes of the Senate. The proposal should contain the existing wording and the proposed wording, with the changes underlined. CCPS has the authority to determine that a proposed change is substantive. If this is the case, the proposal will be returned to the department so that it can be circulated (follow Section III. Procedures).
- D. The CCPS chair shall forward copies of all minor curricular changes to the Provost or designee after the changes are read into the Senate minutes.
- E. The chair of CCPS shall notify the proposing department after the proposal is read into the Senate minutes.
- F. The department is responsible for providing the correction to the Provost's Office.

II. CROSS-LISTING OF COURSES WITH OTHER DEPARTMENTS (See Important Definitions, p. 4)

- A. Departments desiring to cross-list a course should first secure joint approval of each department for the proposal. This should then become a joint proposal.
- B. The joint proposal should be submitted to the appropriate school dean(s) for review and recommendations.

- C. After review and recommendations by the appropriate school dean(s), one copy of the joint proposal shall be forwarded to the chair of Senate, and ten copies to the chair of CCPS, if it is an already existing course, to be read into the Minutes of the Senate.
- D. The chair of CCPS shall notify the proposing department after the proposal is read into the Senate minutes.
- E. If the proposal involves a new course, the procedures from point (B) should follow the same procedures used for other new courses.

PART TWO: CHANGES REQUIRING APPROVAL BY CCPS

Note: All proposals requiring approval by CCPS must be presented in the format and sequence outlined in the appropriate section and at the end of this document.

III. ADDITION OF NEW COURSES (see Appendix I, pp. 16-17)

- A. Proposals to add courses may be made by departments, divisions, or colleges of the university. Proposals submitted by departments shall bear the signature of the chair, signifying that the proposal has the approval of the department.
- B. The department or division shall circulate by October 1 for fall semester and by February 15 for spring semester a description including course number and title, catalog description entry, class hours, class credits, rationale for the course, a course outline, whether the course is elective or required and for whom, and the proposed starting date for the course to all departments and colleges, and to CCPS and Faculty Senate. (see checksheet, Appendix I.) No new course proposal shall be circulated without prior review and recommendations by the appropriate dean.

When a new course is proposed, it shall either replace an existing course, with such course noted in the proposal, or be accompanied by a statement saying why the new course should be added to the curriculum. When a course is required for a degree program (major), it must either replace an existing required course for the degree program (major), or be accompanied by a statement indicating why the proposed course should be required for the degree program (major) in addition to the existing courses required for the degree program (majors).

- C. Any department or college objecting to the proposal shall respond in writing to the sponsoring department and to the CCPS chair. The CCPS chair shall arrange such conferences as may be required to answer objections to the proposal or to achieve a compromise position. All objections to course proposals must have been made in writing to the sponsoring department and CCPS by October 20 for fall semester and by March 7 for spring semester.

In the event a proposal is altered after conference, hearing, etc., under (III.C), and is acceptable to proposer and objector, it shall be submitted to CCPS in the compromise form, containing the information specified in (III.B). It shall be the responsibility of CCPS to determine if the revised proposal is sufficiently altered to require recirculating in the current semester by the proposing agency.

- D. The CCPS chair shall provide written notification to the chair of the sponsoring department of the CCPS hearing information. The CCPS chair shall notify the

university through e-mail, using ANNOUNCE-L or the current comparable method, of the commencement of CCPS hearings.

- E. CCPS shall hold hearings on all course proposals with date, time, and place announced by e-mail, using ANNOUNCE-L.
- F. In an announced open hearing, CCPS shall examine the proposal, providing the proposing department and any other departments who have notified the sponsoring department and CCPS in writing by the objection deadline (III.C.) with an opportunity to speak to the proposal. After all such parties have been heard, CCPS then shall determine a recommendation to the Faculty Senate. CCPS shall record the vote on each proposal. The CCPS Minutes shall be available to Senate on request. The recommendation shall be submitted to the Faculty Senate for its action. At the Faculty Senate meeting where such action shall be taken, the sponsoring department will have another opportunity to speak to the proposal. The Faculty Senate shall reserve the right to object as individual senators to a proposal without having responded in writing to a proposal.
- G. CCPS shall notify concerned departments by memo of its recommendation before the Faculty Senate hearing.
- H. Faculty Senate shall have an adequate number of meetings each year to examine course proposals. Dates for such meetings shall be determined by Faculty Senate in consultation with CCPS so that a calendar can be made available to faculty by CCPS. The proposing department shall provide Senators with individual copies of all course proposals scheduled for such meetings. The CCPS chair shall notify the sponsoring department of a proposal in writing of a negative recommendation by Faculty Senate. A negative recommendation by Faculty Senate will terminate the course proposal for that academic year.
- I. The CCPS chair shall notify the sponsoring department of the Faculty Senate recommendation. The CCPS chair shall forward a copy of the proposal, signed by the CCPS chair and the Faculty Senate chair, to the President of the university.
- J. All credit hour production must be attributed to a sponsoring department, e.g. Honors courses must originate from a sponsoring department and credit hour production must be attributed to the sponsoring department. Credit hour production, in the case of team-taught cross disciplinary courses, must be apportioned among sponsoring departments.

IV. DELETION OF COURSES

- A. Proposals to delete an elective course within a major shall be submitted to the chairs of CCPS and Faculty Senate by the appropriate department for reading into the Minutes of the Faculty Senate with ten copies going to the chair of CCPS and one copy to the chair of Faculty Senate.

In no case shall a deletion be sent to the chairs of CCPS and Senate by a department without a review by the appropriate dean.

- B. Proposals to delete service courses shall be subjected to the procedures outlined in III. (Addition of New Courses) with appropriate modifications in III.A. to include the reasons for deletion.
- C. Proposals to delete courses required for a degree shall be subject to the procedures outlined in III. (Addition of New Courses) with the appropriate modification in III.A. to include rationale and effect on the department(s), college(s), or other agencies involved and on the university.
- D. The CCPS chair shall notify the sponsoring department after the proposal is read into the Faculty Senate minutes.

V. CHANGES IN REQUIREMENTS FOR AN ACADEMIC CONCENTRATION, MINOR COURSE OF STUDY, OR DEGREE PROGRAM (MAJOR) (See Important Definitions, p.4; Appendix IV, p. 20)

- A. When the proposed change affects only courses within the department, the department shall submit a plan, complete with cover sheet, to the appropriate dean for review and recommendations. Following the dean's review, ten copies of the proposal will be submitted to CCPS, which will, in turn, recommend action to Faculty Senate. The option does not include alteration of required courses for the degree, increase of credits in the major or supporting disciplines; rather, it is related to the grouping of electives toward which a student will be directed, primarily by advisement.
- B. When the proposed change involves courses from other than the proposing department, a change in the number of credit hours required in the major, or an alteration of required courses for the degree, circulation according to the rules in Section III. is required.

VI. EXPERIMENTAL COURSES (See Important Definitions, p. 4; Appendix II, p. 18)

- A. The originating department shall approve the proposed experimental course and request that it be presented first on an experimental basis.
- B. The chair of the proposing department shall then forward a cover sheet, course outline of the proposed course (see definition on p. 4) and rationale for proposing the course as "experimental" to the appropriate dean for review and recommendation.
- C. After review by the dean (B), the department chair shall forward ten (10) copies of the proposal in the same form (B) to the chair of CCPS, with the additional comments (if any) of the dean.
- D. CCPS shall, by majority vote, decide whether the department may present the course on an experimental basis for the semester(s) specified by the department. CCPS shall then inform the proposing department of its decision and shall so read into the Faculty Senate Minutes.
- E. Experimental courses may be offered twice. Should the department desire to continue the course, a standard proposal to add a course must be submitted (see Section III).
- F. Requests for Experimental Courses must be submitted to CCPS before the Registrar's Office will print them in the class schedule for the upcoming term. To insure printing in the class schedule, the department should submit Experimental Course proposals to CCPS at least two weeks before the Registrar's class schedule deadline (usually the fourth week) for the semester prior to the offering of an Experimental course.

The CCPS chair shall announce the experimental course and special topic course proposal deadlines to the university before the start of each semester.

VII. SPECIAL TOPICS COURSES (See Important Definitions, p. 5 Appendix III, p. 19)

- A. A department may propose a Special Topics course by submitting a proposal to CCPS, with a cover sheet, and inserting Special Topics with a course number in the catalog.
- B. To request to offer a Special Topics course, the department chair shall propose such with a cover sheet and, after review by the dean, shall file ten (10) copies of a course outline with CCPS. CCPS shall, after review, read the Special Topics course into the Minutes of the Faculty Senate.

- C. The CCPS chair shall notify the sponsoring department after the proposal is read into the Faculty Senate minutes.
- D. Requests for Special Topics must be submitted to CCPS before the Registrar's Office will print them in the class schedule for the upcoming term. To insure printing in the class schedule, the department should submit Special Topics proposals to CCPS at least two weeks before the Registrar's class schedule deadline (usually the fourth week) of the semester prior to the offering of a Special Topics course.
- E. A Special Topics course may be resubmitted as a Special Topics course after three (3) years.

VIII. WORKSHOP COURSES (See Important Definitions, p. 5; Appendix III, p. 19)

- A. To propose a workshop course, follow procedure in VII. Special Topics Courses.
- B. A workshop course need not follow the three year stipulation of the Special Topics course procedure.

IX. CHANGES IN CREDIT HOURS OR PREREQUISITES FOR EXISTING COURSES

- A. The department shall decide to alter the credit hours or prerequisites for a specific course.
- B. The department chair shall forward the proposed change, with justification, to the appropriate dean(s) for review and recommendations. If the course is required of the students in other departments, evidence of consultation from those departments must accompany the proposal, indicated by signature(s) of the chair(s).
- C. After review and recommendations by the dean(s), ten (10) copies of the proposal, accompanied by approvals of other affected departments, shall be forwarded to CCPS, which shall vote on the proposal and shall inform the proposing department of its decision, and shall so read into the Faculty Senate Minutes.

X. ADDITION OF PROGRAMS OF STUDY, DEGREE PROGRAMS (MAJORS), MINOR COURSES OF STUDY, OR CONCENTRATIONS (See Important Definitions, p. 4; Appendix IV, pp. 20-23; Appendix V, p. 24)

NOTE: Proposals to add programs or courses of study leading to approved degrees shall be subject to the general procedures prescribed in Section III with the following modifications.

- A. A proposal to add a program of study should include all requirements for the program, including General Education requirements if they in any way differ from the approved General Education curriculum.
- B. A statement should be included affirming that the dean(s) of the appropriate school(s) or college(s) and chair(s) of the affected department(s) have been consulted. An indication of approval or disapproval, the latter with justification, by the dean(s) and chair(s) by signature should also be included.
- C. See III.B-G.
- D. After Faculty Senate has approved the proposed program and if the proposed program requires approval beyond the university, the President, after having approved the proposal, shall inform the Faculty Senate and the department of the procedures that will follow. (See Appendix IV)
- E. If changes are recommended as a result of review by the President or Harrisburg, those recommended changes must be returned to CCPS for approval. CCPS will, in turn, expedite consideration of said changes by Faculty Senate.

XI. DELETION OF PROGRAMS OF STUDY, DEGREE PROGRAMS (MAJORS), MINOR COURSES OF STUDY, OR CONCENTRATIONS (See Important Definitions, p.4; Appendix IV, p. 20)

- A. A proposal to delete a program of study, degree program (majors), a minor course of study, or concentration shall include evidence of:
 - 1. Consultation with affected department(s) and statements of agreement or disagreement.
 - 2. A statement of consultation with appropriate school dean(s) with evidence of agreement or disagreement and reasons for disagreement.
 - 3. A plan for phasing out the program to accommodate students currently enrolled or recently admitted to the college for enrollment in the program. - i.e., moratorium period of three years.
- B. Ten (10) copies of the proposal and documentation shall be submitted to CCPS by the third Tuesday in October. One copy of the proposal shall be sent to every department chair. CCPS shall make its recommendation to Faculty Senate and notify the department.

XII. CHANGE OF DEPARTMENT/DIVISION/COLLEGE NAME

- A. Proposals for a change of name may be made by departments, divisions, or colleges of the university. Proposals, complete with cover sheet, submitted by departments shall bear the signature(s) of the chair(s) and dean.
- B. The proposal must include a rationale for the name change and the proposed starting date. The proposal shall be reviewed by the appropriate dean and shall then be circulated by October 1 for fall semester and by February 15 for spring semester. (See Section III, C-I for procedures that follow)

XIII. CHANGE OF DEGREE NAME

- A. Proposals for a change of degree name may be made by departments, divisions, or colleges of the university. Proposals, complete with cover sheet and rationale for the change, shall bear the signature(s) of the chair(s) and dean(s). Follow procedures in Section III, B-I.

XIV. GENERAL EDUCATION COURSE SUBMISSION AND APPEAL PROCEDURES

The Council on General Education will review all offerings proposed for the program in General Education submitted to the Council and/or referred to the Council by the Committee on Courses and Programs of Study (CCPS).

- A. The Council on General Education shall forward all courses approved to CCPS for recommendation to Faculty Senate and shall send a copy of the correspondence to the chair of the department and the provost.
- B. If a submission from the department is not accepted by the General Education Council:
 - 1. The department should first resubmit to the Council on General Education through its representative with the suggested revisions in order to meet approval, or
 - 2. If the matter is not satisfactorily resolved, the department later may appeal to CCPS directly. CCPS shall then set a calendar for hearings on appeals and shall notify the department, the Council representative for the department, and the chair of the General Education Council.
- C. CCPS shall review proposals and make a recommendation to Faculty Senate.
- D. The CCPS chair shall notify the sponsoring department, the chair of General Education Council, and the provost of the recommendation of Faculty Senate.

IMPORTANT NOTES

- A. The chair of CCPS in the spring of each academic year shall be given a list of all courses which have not been offered for three consecutive years. A department will be notified by the chair of CCPS that such courses shall be dropped from the catalog when their titles are read into the minutes of the Senate, unless the department submits justification for retaining the course. In that case, CCPS will present to the Senate its recommendation for retaining or dropping the course, and shall so notify the department. Once a course is no longer listed in the catalog, it may be reintroduced into the curriculum only by following the procedures for the addition of new courses or degree programs.
- B. Any curricular proposal which is not covered in Parts I-XII inclusive shall follow the procedure outlined in Part III.
- C. New course proposals submitted Fall Semester can go into effect no earlier than the following Fall Semester. Spring Semester proposals can go into effect no earlier than the following Spring Semester.
- D. All objections to circulated proposals must be made in writing to the chair of CCPS and the chair of the sponsoring department by October 20 for Fall Semester and by March 7 for Spring Semester.
- E. Proposals must include the appropriate completed checklists (see appendices).
- F. Curricular proposals that affect another department must include information that shows the affected department(s) has/have been notified. A signature on the signature page of a proposal indicates support of that proposal.
- G. Circulation deadline means that the proposal must be received in the department office by 4 p.m. on that date. With Venango Campus, the proposal must be received by the main office in Frame by 4 p.m. on that date.

APPENDIX I
GUIDELINES AND CHECKLIST FOR NEW CURRICULAR PROPOSALS

Proposals for new courses should provide the following information, in the sequence specified. If any of the information is missing, the proposal may be returned to the department.

- _____ 1. Cover sheet for curricular changes with signatures of approval of the appropriate department chair(s) and dean(s) and all other required information completed. (see the attached sample).
- _____ 2. Course rationale, objectives, outline. This should be a brief and general outline of the material to be covered in the course. It is understood that specific content, organization, and emphasis will differ among instructors.
- _____ 3. Course placement. Demonstration of how the change fits into existing or proposed programs. Include both current and proposed check sheets.
- _____ 4. Expected enrollment. Number of students expected to enroll per semester and statement of the student population for the course. A basis for the estimate must be provided.
- _____ 5. Effective first term. This date will be used by the Office of the Registrar; any change which moves the original effective first term forward will require CCPS approval.
- _____ 6. Departmental budget requirements. Estimates of additional required resources, including equipment, supplies, and personnel, should be provided. If there are none, a brief explanation of the situation must be attached. Include information on any external funding available or anticipated.
- _____ 7. Library requirements. Will current library sources be sufficient for this course? New books or journal subscriptions to be acquired must be noted. Are there other titles the department would like added to the collection? If current holdings are adequate, an explanation should be attached. Upon final approval of the new course proposal, the department should forward this information to their respective library liaison.
- _____ 8. Similar courses offered. If similar courses are offered at comparable institutions, provide a representative sampling of those institutions.
- _____ 9. Staffing requirements. Explanation of how the course/change will be staffed in light of existing scheduling arrangements (e.g., will there be a course the department will not offer; will the course rotation change, will there be a visiting scholar?).

- _____ 10. Other departments affected. What other departments are affected by this proposal (e.g., is this proposal requiring a course offered by another department; will this course be required by another department; will this course require resources or shared resources with another department)? To avoid delays in CCPS processing, ask affected department chairs to write a letter of support for this proposal to CCPS and ask the affected department chair to sign in the signature section of the cover sheet.
- _____ 11. Checklist. Include a copy of this appendix used as a checklist.

APPENDIX II
GUIDELINES AND CHECKLIST FOR EXPERIMENTAL COURSE PROPOSALS

Proposals for experimental courses should provide the following information in the sequence specified. If any of the information is missing, the proposal may be returned to the department.

- _____ 1. Cover sheet for curricular changes with signatures of approval of the appropriate department chair(s) and dean(s) and all other required information completed (see the attached sample).
- _____ 2. Course rationale and outline. The rationale should include the rationale for the course itself and the reason it is being proposed as an experimental course. For the course outline, see definition on p. 4.
- _____ 3. Expected enrollment. Number of students expected to enroll per semester and statement of the student population for the course. A basis for the estimate must be provided.
- _____ 4. Effective first term. This date will be used by the Office of the Registrar; any change which moves the original effective first term forward will require CCPS approval.
- _____ 5. Staffing requirements. Explanation of how the course/change will be staffed in light of existing scheduling arrangements (e.g., will there be a course the department will not offer; will the course rotation change; will there be a visiting scholar?).
- _____ 6. Past offerings. Include a list of ALL experimental and special topics courses your department has taught during the last three (3) years.
- _____ 7. Checklist. Include a copy of this appendix used as a checklist.

APPENDIX III
GUIDELINES AND CHECKLIST FOR SPECIAL TOPICS COURSE PROPOSALS

Proposals for Special Topics courses should provide the following information, in the specified sequence. If any of the information is missing, the proposal may be returned to the department. Note: Use this form to submit workshop course proposals.

- _____ 1. Cover sheet for curricular changes with signatures of approval of the appropriate department chair(s) and dean(s) and all other required information completed (see the attached sample).
- _____ 2. Course outline (see definition on p. 4). This should be a brief and general outline of the material to be covered in the course.
- _____ 3. Expected enrollment. Number of students expected to enroll and statement of the student population for the course.
- _____ 4. Past offerings. Include a list of ALL experimental and special topics courses your department has taught during the last three (3) years. (Include workshop courses if this is a workshop course proposal.)
- _____ 5. Checklist. Include a copy of this appendix used as a checklist.

APPENDIX IV
REQUIREMENTS FOR THE ADDITION OF NEW PROGRAMS

New programs, either Major or Minor courses of study, must be approved by the Board of Governors or the Office of the Chancellor. In addition, many other program changes must be sent to the Chancellor for informational purposes. These requirements are summarized below. For more detailed information, consult "Board of Governors Policy 1985-01: Requirements for Initiation or Change of Credit-Based Academic Programs, and of Academic Units" (available from either CCPS or the Provost's Office).

Approval Required:

- New Major Program
 - New Minor Program where no Major exists
 - New Degree Designation
 - Major New Academic Unit (school, college, or equivalent)
 - Certificates where no Major exists
-

Information

- New Track
- Minor where Major exists
- Concentration, focus, option, specialization, emphasis, or equivalent
- Other changes, including termination and moratorium
- Certificates where Major exists

Although informational items do not require approval by the Chancellor, the information provided should follow the Criteria for Approval of New Programs as closely as is possible in each case. In addition, the current guidelines for Program Review should be consulted, as newly developed programs of any kind must be considered in the Department's next cyclical review. Include a completed checklist with the circulated proposal.

A. CRITERIA FOR APPROVAL OF NEW PROGRAMS

1. Appropriateness to Mission

The proposed academic program must be appropriate to the System Mission and to the University Mission.

The goals and objectives of the program, as well as the amount and proportion of resources to be dedicated to it, must advance the respective missions.

2. Need

The proposal shall include, depending upon type of program, sufficient information relative to the intellectual value, student demand, regional and national market demand for program completers, and value to such things as student breadth, faculty vitality and community enhancement.

3. Academic Integrity
The proposal shall include sufficient information to demonstrate the adequacy and appropriateness of the proposed curriculum, standards, instructional staffing, and other resources. For graduate programs, and for certain undergraduate programs where the University lacks sufficient experience or involvement, the University and Office of Academic Policy and Planning shall cooperate in identifying an appropriate consulting individual or team to assist in evaluating and enhancing the proposal.
4. Coordination with Other Programs
For purpose of possible resource sharing, student transfer or articulation, and avoidance of unnecessary duplication, the proposal shall report communication with other appropriate institutions.
5. Periodic Assessment
The proposal shall include information regarding periodic institutional, professional and/or accreditation reviews to which the program will be subjected.
6. Resource Sufficiency
The program proposal shall detail the need and availability of such resources necessary to support the program during the initial and subsequent four years. This statement shall include a description of the internal reallocation process by which such resources are assured.
7. Impact
The proposal shall include appropriate information regarding probable impact of the new program on goals for enhancing both educational opportunity and assurance of civil rights.

Only information relating to the curricular aspects of the new program need be submitted to CCPS and circulated to the University community. The remainder of the information must be available before a program may be forwarded to the Chancellor's office. Departments considering program changes are strongly urged to contact the appropriate College Dean early in their planning and to prepare the needed documentation before submitting the curricular proposal to CCPS.

If changes occur as a result of sending the proposal to the Chancellor, those changes must be sent to CCPS. CCPS will, in turn, recommend whether these changes be accepted by Senate or require recirculation.

B. ADDITION OF PROGRAMS OF STUDY

Proposals to add programs or courses of study leading to approved degrees shall be subject to the general procedures prescribed in Appendix I with the following modifications:

1. New degree programs must be approved by the Office of Academic Policy and Planning in Harrisburg. Prior to seeking approval of CCPS for the curricular content of a new Major, or a Minor where no Major exists, all information required by the Chancellor's office should be prepared. See Appendix IV for a summary of the requirements.
2. A proposal to add a program of study should include all requirements for the program, including General Education requirements if they in any way differ from the approved General Education curriculum.
3. A statement affirming that the dean(s) of the appropriate school(s) have been consulted and an indication of approval or disapproval, the latter with justification, by the dean(s).
4. After Faculty Senate has approved the proposed program and if the proposed program requires approval beyond the university, the President, after having approved the proposal, shall inform CCPS, the Faculty Senate, and the department of the procedures that will follow.

GUIDELINES AND CHECKLIST FOR NEW PROGRAM PROPOSALS

Proposals for new programs (major or minor) should provide the following information in the sequence specified. If any of the information is missing, the proposal may be returned to the department.

- _____ 1. Cover sheet for curricular changes with signatures of approval of the appropriate department chair(s) and dean(s) and all other required information completed (see the attached sample).
- _____ 2. Program rationale, outline/description, objectives and goals.
- _____ 3. Expected enrollment. Number of students expected to enroll in the program and statement of the student population for the program. A basis for the estimate must be provided.
- _____ 4. Effective first term.
- _____ 5. Staffing requirements and resources required.
- _____ 6. Need. The proposal shall include information relative to the intellectual value, student demand, regional and national market demand, and value to such things as student breadth, faculty vitality, and community enhancement.
- _____ 7. Similar programs offered. If similar programs are offered at comparable institutions, provide a representative sampling of those institutions.
- _____ 8. Periodic Assessment. The proposal shall include information regarding periodic institutional, professional, and/or accreditation reviews to which the program will be subjected.
- _____ 9. Other departments affected. What other departments are affected by this proposal? To avoid delays in CCPS processing, ask any affected department chairs to write letters of support for this proposal and ask affected department chairs to sign in the signature section of the cover sheet.
- _____ 10. Checklist. Include a copy of this appendix used as a checklist.

APPENDIX V
MINOR COURSE OF STUDY: DEFINITION AND POLICY

As modified by Faculty Senate 5 May 1986

Definition: A minor course of study is an additional course of study a student may take to focus interest in an area other than the major. All minors require at least 18 semester hours in a specified program of study which may be offered within one department or across several departments.

Policy: The following conditions are established for departments wishing to offer minor courses of study.

1. Departments wishing to develop minor courses of study shall submit proposals to the regular curricular change procedures as defined by the rules for the addition of programs of study. Include a completed checklist (see p. 23) with circulated proposal.
2. A department shall establish its own policy regarding which courses shall count toward an academic minor course of study subject to the following limitations:
 - a) There shall be a minimum of 18 credits.
 - b) Courses that count toward a minor course of study may also be used to satisfy the current University-wide General Education requirements, subject to normal distribution requirements.
 - c) At least three courses should be at the upper division level (300-400). Exceptions may be granted upon the presentation of evidence of sufficient program depth by the proposing department.
 - d) All courses used for fulfillment of the requirements of a minor course of study will be taken for a grade.
3. Unless specifically prohibited, courses required for the major from departments other than the student's department may also be counted toward the minor course of study.
4. Students wishing to pursue a minor course of study must apply, in writing, to the program coordinator.
5. A student may elect more than one minor course of study.
6. Satisfactory completion of a minor course of study is shown on a student's academic transcript.

APPENDIX VI
CERTIFICATE PROGRAMS: DEFINITION AND POLICY

Definition: Certificates or certifications resulting from credit-bearing courses are of two kinds. The first is a sanctioned certification by an external agency, e.g. an Elementary Education Certificate. The second is a certificate of recognition for completion of a sequence of courses not directly intended for a degree. This internal certificate will be either: 1) a certificate of advanced study, one that requires additional course work beyond a master's degree; or 2) a certificate that will apply only to matriculated, non-degree seeking students. This document concerns only the second of these internal certificates. This last type of non-degree certificate will not compete with, or substitute for, any degree program, major, minor or concentration or track within a major, minor, or degree.

Policy: The following conditions are established for departments wishing to offer non-degree certificate programs.

1. Departments wishing to develop certificate programs shall submit to the regular curricular change procedures as defined by the rules for the addition of programs of study. (see Appendix IV for a discussion of the criteria for approval including: appropriateness to mission, need, academic integrity, coordination with other programs, periodic assessment, resource sufficiency, and impact).
2. A department shall establish its own policy regarding which courses shall count toward an academic certificate program, subject to the following limitations:
 - a) All such certificate programs shall require at least 15 semester hours in a specified program of study which may be offered within one department or across several departments.
 - b) All courses used for fulfillment of the requirements of a certificate program will be taken for a grade.
3. Students wishing to pursue a certificate program must apply, in writing, to the program coordinator.
4. A student enrolled in a certificate program may not simultaneously be enrolled in a degree program.
 - a) Unless specifically prohibited, courses that count toward a certificate program may also be used to satisfy the current University-wide General Education requirements, subject to normal distribution requirements, should the student later enroll in a degree program.

- b) Unless specifically prohibited, courses required for the certificate program may also be used to satisfy degree requirements, should the student later enroll in a degree program.
5. A student may elect more than one certificate program.
 6. Satisfactory completion of a certificate program is shown on a student's academic transcript.

CLARION UNIVERSITY OF PENNSYLVANIA

Cover Sheet for Curricular Changes

The academic department initiating the curricular change should attach this cover sheet without any revisions to the curricular proposal and circulate this information according to the [Procedures for Implementing Curricular Change](#). Upon final approval of this proposal, any changes require resubmission to C.C. P.S. Cost saving guidelines: use smaller font (letter gothic 9.5), reduce margins on all sides to 3/4 inches on all proposals, refrain from using college or departmental logos on proposals, all proposals should be copied using both sides of the paper.

CATALOG INFORMATION

Department:

Course Number and Name (or Program of Study Name)

Catalog Data: (100 word maximum)

Prerequisite:

Term and Frequency: (if applicable)

Credit: number of credits (variable or fixed)

* **Course repeatable for additional credit?** Y / N **Maximum credits allowable** _____

OTHER INFORMATION

Type of Change: new course, new program (major or minor), new concentration, minor curricular change, experimental course, deletion of course, deletion of program, credit change, cross-listed course, change in requirements, change in prerequisites, special topics course

Level: undergraduate or graduate ***Undergraduate course allowable for graduate credit?** Y / N

Activity Code: lecture, workshop, lab, clinical, seminar, field experience, co-op, internship, student teaching, independent study, physical activity

Special Grading: none; credit/no record; pass/fail

Department of Record: department responsible for administering course

Effective First Term: (earliest implementation date)

Effective Final Term: (deletions only)

Expected Enrollment:

Contact Hours:

If your department objects to the above proposal, please inform the proposing department according to the [Procedures for Implementing Curricular Change](#) (June 24, 1999), III.C. If your objection is not met satisfactorily, please inform C.C.P.S. according to the [Procedures, ibid](#). October 20 is the objection deadline for Fall semester; March 7 is the objection deadline for Spring Semester.

Department Chair	Date
College Dean	Date
C.C.P.S. RECOMMENDATION:	
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	
C.C.P.S. Chair	Date
Change #	

FACULTY SENATE RECOMMENDATION:	
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	
Faculty Senate Chair	Date
PRESIDENT'S ACTION:	
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	
University President	Date

If this proposal requires additional signatures, please use reverse side.

For Proposals requiring additional signatures, please sign below.

_____ Name	_____ Date
_____ Name	_____ Date
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_____ Name	_____ Date

Academic concentration, 4

Appendices

- Guidelines and checklist for new proposals, 16
- Guidelines and checklist for experimental proposals, 18
- Guidelines and checklist for special topics proposals, 19
- Requirements for new programs, 20
- Guidelines and checklist for new programs, 23
- Minor course of study policy, 24
- Certificate programs, 25

Changes in requirements, 10

Checksheets (course placement), 16

Concentration, 10, 12, 20

Course outline, 4

Courses

- deletion, 10
- experimental, 4, 11, 18
- new, 8, 16
- special topics, 5, 11, 19
- workshop, 5, 12, 19

Cover sheet, 16, 18, 19, 23, 27

Credit hours, 4, 12

Cross-listing, 4, 6

Curricular changes

- requiring approval of CCPS, 8
- requiring only notification of CCPS, 6

Deadlines

- changes requiring approval of CCPS, 8, 15
- experimental courses, 11
- special topics courses, 12
- workshop courses, 11

Degree program (major), 4, 10, 12, 20

Definitions, 4

Degree name change, 14

Deletion

- concentration, 13
- course, 10
- degree programs (major), 13
- minor course of study, 13
- programs of study, 13

Department/division/college name change, 14

Experimental courses, 4, 11, 18

General education course submission and appeal procedures, 14

Introduction, 4

Minor course of study, 4, 10, 12, 24

Minor curricular changes, 5, 6

Name change, 14

Notes, 15

Programs of study
 addition, 12, 20
 deletion, 13
Special topics courses, 5, 11, 19