Time Frame Guidelines for Submission of Curriculum Proposals to Governance

so as to have

Reasonable Expectation of Completed Governance Action by the
End of an Academic Year

Approved by ACC on May 19, 2009
Approved by the President on May 21, 2009

This declaration establishes time frame guidelines for curriculum proposals to be submitted to governance.

- **September 1** – Date for submission of proposals to ACC involving requests for new majors.

- **December 1** – Date for submission of proposals to ACC involving requests for large scale, significant or numerous changes to existing majors.

- **February 1** – Date for submission of proposals to ACC involving changes to existing courses (title, description, level, prerequisites, core inclusion), new courses, and any other minor changes to existing majors, minors, and concentrations.

It is emphasized that the above provides a “reasonable expectation,” not a guarantee, that such proposals will be acted upon by governance by the end of the academic year during which they are submitted if in compliance with the stated date. Upon request, the Curriculum Committee Chair will clarify which submission date a specific proposal, or set of proposals, must use. It is also noted that proposals of new majors routinely take between six months and a year to assess, and in certain cases, significantly longer.

Additionally, it should be known by all proposing a new program/major that if a new program/major is approved by the Curriculum Committee, the proposal still needs ACC, Presidential and WSC Board approval before being sent to the Department of Higher Education, which requires an external third-party review of the College’s request. All of this is necessary before any formal recruitment into and advertising of the new program/major can occur (e.g. publication in admission materials and the College Bulletin).

**Rationale:** The Curriculum Committee has at times been overwhelmed with a high volume of curriculum proposals, particularly at the end of an academic year. In order to ensure an appropriate and thoughtful review, it has been deemed necessary to set submission due dates so that expectations can be known by all and exist equitably across campus.