CLARION UNIVERSITY OF PENNSYLVANIA

PROCEDURES FOR IMPLEMENTING CURRICULAR CHANGE

Approved September 13, 1978
Amended February 8, 1981
Amended May 31, 1981
Amended April 5, 1982
Amended May 8, 1989
Amended May 7, 1990
Amended February 22, 1993
Amended July 17, 1996
Amended September 12, 1997
Amended June 24, 1999
Amended May 7, 2008
Amended July 19, 2012

*Subject to Final Review by Faculty Senate and University Administration
in Fall 2012*

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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. The grouping of courses must consist of a minimum of 12 credit hours for baccalaureate degrees and a minimum of 9 credit hours for a master's degree. The terms track, focus, option, specialization, and emphasis carry no official recognition at Clarion University.

COURSE OUTLINE: A one- to two-page outline of the course content, including information on learning outcomes and methods of assessment.

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.

DEGREE PROGRAM (MAJOR): Any degree program in accordance with the PASSHE Procedures for Approving New Degree programs.

DUAL-LISTING: A course which is listed under the number and title of a course as a graduate and undergraduate course and is commonly taught to students in common sections, at common times, but with differentiated content and requirements. Any CCPS changes to a dual listed course that affect both courses will require two separate CCPS requests (one for each course). Any requests for changes that affect graduate level courses should also be submitted to the graduate council for review when submitted to CCPS (see section XV).

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.

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.

MINOR CURRICULAR CHANGES: Changes in catalog course title, number, and course level (not including changes from graduate to undergraduate level or vice versa), editorial changes in the catalog description or title that do not alter the course content, and proposals to offer an existing course via distance education.

MORATORIUM: Placing a program in moratorium means that students will no longer be admitted during the period of moratorium. Students currently enrolled or admitted will be allowed to complete the program. The university will assess the program's potential and either redesign or suspend the program. Normally the period of moratorium lasts no more than five years. (PASSHE, July, 2010)

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.

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.

PROCEDURES

CHANGES REQUIRING APPROVAL BY ONLY CCPS

I.   MINOR CURRICULAR CHANGES (See Important Definitions)

   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 according to 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.

II.   CROSS-LISTING OF EXISTING COURSES WITH OTHER DEPARTMENTS

   A.   Departments desiring to cross-list a course should first secure joint approval of each department for the proposal, which would then become a joint proposal.

   B.   The joint proposal should be submitted to the appropriate dean(s) for review and recommendations.

C.   If the course already exists in each department, and after review and recommendations by the appropriate dean(s), one copy of the joint proposal shall be forwarded to the chair of Senate, and ten copies to the chair of CCPS 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.

**CHANGES REQUIRING APPROVAL BY CCPS, FACULTY SENATE, THE
UNIVERSITY PRESIDENT, AND THE PASSHE**

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

III.   ADDITION OF NEW COURSES OR PROGRAMS (see Appendices A, D, E, F)

A.   Proposals to add courses/programs may be made by departments, divisions, schools, 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, division, or college shall submit by end of the fifth week of the fall and spring semesters a proposal that includes 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 CCPS and Faculty Senate. CCPS will post the proposals on the CCPS web site. No new course proposal/program shall be submitted without prior review and recommendations by the appropriate dean(s).

When a new course is proposed, it may 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 may 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). If the addition of a new course affects a degree program's requirements, it should be clearly stated on the proposal coversheet. Attention to program learning outcomes is essential.

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 the end of the eighth week of the fall and spring semesters.

In the event a proposal is altered after conference, hearing, etc., 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 reposting in the current semester by the proposing department.

D.   CCPS shall hold hearings on all course proposals with date, time, and place announced by e-mail, using ANNOUNCE-L or the current comparable method.

E.   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 make 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, and any department that filed an objection under III.C, 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.

F.   CCPS shall notify concerned departments of its recommendation before the Faculty Senate hearing.

G.   Faculty Senate shall have an adequate number of meetings each year to examine 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 proposals scheduled for such meetings, if so requested. 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 proposal for that semester.

H.   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.

I.   If the course is also intended for distance education instruction, indicate this on the coversheet. The additional distance education course approval form is not needed for new courses submitted for distance education instruction. However, the proposal should include the information that is required on the distance education approval form.

IV.   DELETION OF COURSES   (see Appendix H)

    A.   Proposals to delete courses shall be subject to the procedures outlined in section III. (Addition of New Courses or Programs) with the appropriate modification to include rationale and effect on the department(s), college(s), or other division(s) involved and on the university.

    B.   If the deletion of a course affects a degree program's requirements, it should be clearly stated on the proposal coversheet.

V.   CHANGES IN REQUIREMENTS FOR AN ACADEMIC CONCENTRATION, MINOR COURSE OF STUDY, OR DEGREE PROGRAM (MAJOR) (see Appendix I)

    A.   When the proposed change affects only courses within the department, the department shall submit the proposal, 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 the chair of 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 Appendix B)

    A.   The originating department shall approve the proposed experimental course and request that it be offered first on an experimental basis.

    B.   The chair of the proposing department shall then forward a cover sheet, course outline of the proposed course and rationale for proposing the course as "experimental" to the appropriate dean for review and recommendation. The course outline should include information on learning outcomes and methods of assessment.

    C.   After review by the dean, the department chair shall forward ten (10) copies of the proposal in the same form to the chair of CCPS, with the review and recommendations (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 post them in the class schedule for the upcoming term. To insure posting 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 proposal deadlines to the university before the start of each semester.

VII. SPECIAL TOPICS COURSES (see Appendix C)

A. A department may propose a Special Topics course by submitting a proposal to CCPS, with a cover sheet, and the Special Topics course number in the catalog. The proposal should include an outline of the course content, including proposed learning outcomes and methods of assessment.

B. A Special Topics course proposal must first be reviewed by the appropriate dean(s), the department chair shall then forward ten (10) copies of a course proposal to the chair of 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 post them in the class schedule for the upcoming term. To insure posting 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 proposal may be resubmitted to be offered as a Special Topics course after three (3) years.

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

VIII.   <u>WORKSHOP COURSES</u> (see Appendix C)

    A.   To propose a workshop course, follow procedures in section VII for Special Topics Courses.

    B.   There is no limit to the number of times a workshop course can be offered.

IX.   <u>CHANGES IN CREDIT HOURS OR PREREQUISITES FOR EXISTING COURSES</u>

    A.   The decision to alter the credit hours or prerequisites for a specific course shall be made by the department.

    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 with those departments must accompany the proposal, indicated by signature(s) of the chair(s). If a proposal is submitted for a change in credit hours, in addition to a justification, a revised course outline should be included. The course outline should include information on learning outcomes and methods of assessment.

    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 the chair of 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 .   <u>ADDITION OF PROGRAMS OF STUDY, DEGREE PROGRAMS (MAJORS), MINOR COURSES OF STUDY, OR CONCENTRATIONS</u> (see Appendices E and F)

NOTE: Proposals to add programs or courses of study 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. The proposal should also address stated PASSHE requirements, if necessary.

    B.   A statement should be included affirming that the dean(s) of the affected 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 section III.

    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 keep the Faculty Senate and the department abreast as to the proposal's progress. (see Appendix D**)**

E.   If changes are recommended as a result of review by the President or PASSHE, 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 Appendix H)

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/college dean(s) with evidence of agreement or disagreement and reasons for any 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. - e.g., moratorium period of three years.

4.   A program must be placed in moratorium before being submitted to CCPS for deletion.

B.   Proposals under this section shall be subject to the general procedures prescribed in section III.

XII.   CHANGE OF DEPARTMENT/DIVISION/SCHOOL/COLLEGE NAME

A.   Proposals for a change of name may be made by departments, divisions, schools, 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 the end of the fifth week of the fall semester and spring semesters. (See section III for procedures)

XIII.   CHANGE OF DEGREE NAME

A.   Proposals for a change of degree name may be made by departments, divisions, schools, 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.

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 CCPS.

A.   The Council on General Education shall forward all approved courses or changes 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 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 the General Education Council, and the provost, of the recommendation of Faculty Senate.

XV.   GRADUATE COURSE/PROGRAM SUBMISSION AND APPEAL PROCEDURES

Proposals for graduate courses and programs should be submitted to the Graduate Council when they are submitted to CCPS.

A.   The Graduate Council shall forward its recommendation to CCPS.

B.   The CCPS chair shall notify the sponsoring department, the chair of the Graduate 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 sections I-XV inclusive shall follow the procedure outlined in section III.

C.   New course and program change 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 Fall 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, college, or school must include information that shows the affected department(s), college(s), or school(s) has/have been notified. An indication of approval or disapproval, the latter with justification, by the dean(s) and chair(s) should also be included. Disapproval with justification does not constitute a formal objection. Formal objections must still be filed by the deadlines in section III.

G.   Circulation deadline means that the proposal must be received by the chair of CCPS by 4 p.m. on that date.

APPENDIX A
GUIDELINES AND CHECKLIST FOR NEW COURSE PROPOSALS

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

_____ 1.   Cover sheet for curricular changes with signatures of the appropriate department chair(s) and dean(s) and all other required information completed. (see coversheet template).

_____ 2.   Course rationale, learning outcomes, outline. There should be a general outline of the material to be covered in the course. The course outline should include the proposed learning outcomes and methods of assessment. It is understood that specific content, organization, and emphasis may 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 a 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 or APSCUF) and Administration 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. <u>Other departments affected</u>. 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 the affected department chair to sign a separate signature page, such as found on page 31 of this procedure manual. An indication of approval or disapproval, the latter with justification, should also be included. Disapproval with justification does not constitute a formal objection. Formal objections must still be filed by the deadlines in section III.

_____ 11. <u>Online Delivery</u>. For courses intended for online delivery, the proposal includes the information required by the distance approval form.

_____ 12. <u>Checklist</u>. Include a copy of this appendix used as a checklist.

APPENDIX B
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 the appropriate department chair(s) and dean(s) and all other required information completed (see coversheet template).

_____ 2. Course rationale, learning outcomes and outline. The proposal should include the rationale for the course itself and the reason it is being proposed as an experimental course. The course outline should include the proposed learning outcomes and methods of assessment.

_____ 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 or APSCUF) and Administration 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 C
GUIDELINES AND CHECKLIST FOR SPECIAL TOPICS/WORKSHOP 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 the appropriate department chair(s) and dean(s) and all other required information completed (see the coversheet template).

_____ 2. Course outline. This should be a general outline of the material to be covered in the course. The course outline should include the proposed learning outcomes and methods of assessment.

_____ 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.

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-A: Requirements for Initiation or Change of Credit-Based Academic Programs" and "Policy 1990-06-A: Academic Degrees." This document is available at: **http://www.clarion.edu/317135.pdf**. You should also review the Board of Governor document available at: **http://www.clarion.edu/317107.pdf**.

Approval required for each of the following:
> 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 items only according to PASSHE guidelines:
> 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/Cooperation/Partnerships
   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 learning outcomes, 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 on Educational Opportunity
   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 A with the following modifications:

1.   New degree programs must be approved by the Office of Academic Policy and Planning of the PASSHE. 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 D 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.

3.   A statement affirming that the dean(s) of the appropriate colleges(s)/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.

APPENDIX E
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 the appropriate department chair(s) and dean(s) and all other required information completed (see coversheet template).

_____ 2. Program rationale, outline/description, objectives, goals, and learning outcomes.

_____ 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. This date will be used by the Office of the Registrar; any change which moves the original effective first term forward will require (CCPS or APSCUF) and Administration approval.

_____ 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 the affected department chair to sign a separate signature page, such as found on page 31 of this procedure manual. An indication of approval or disapproval, the latter with justification, should also be included. Disapproval with justification does not constitute a formal objection. Formal objections must still be filed by the deadlines in section III.

_____ 10. Checklist. Include a copy of this appendix used as a checklist.

APPENDIX F
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 using the regular curricular change procedures as defined by the rules for the addition of programs of study (section X). Include a completed checklist (see Appendix E) 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. A student may elect more than one minor course of study.

5. Satisfactory completion of a minor course of study is shown on a student's academic transcript.

APPENDIX G
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 D 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 must comply with the Board of Governors "Policy 1985-01-A: Requirements for Initiation or Change of Credit-Based Academic Programs."

    b)   All courses used for fulfillment of the requirements of a certificate program will be taken for a grade.

3. 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.

4. A student may elect more than one certificate program.

5. Satisfactory completion of a certificate program is shown on a student's academic transcript.

APPENDIX H
GUIDELINES AND CHECKLIST FOR DELETION OF A COURSE OR PROGRAM

Proposals for deletions of a course or 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. <u>Cover sheet</u> for curricular changes with signatures of the appropriate department chair(s) and dean(s) and all other required information completed.

_____ 2. Copy of the <u>memorandum of moratorium</u> (applies to deletion of programs only).

_____ 3. <u>Rationale</u>. A statement for why the course/program is to be deleted. Also, a statement concerning the impact of the deletion on the department submitting the request and how the deletion could impact other departments and programs.

_____ 4. <u>Effective first term</u>. This date will be used by the Office of the Registrar; any change which moves the original effective first term forward will require (CCPS or APSCUF) and Administration approval.

_____ 5. <u>Plan to phase out students</u>. A plan for phasing out the program to accommodate students currently enrolled or recently admitted to the college for enrollment in the program

_____ 6. <u>Other departments affected</u>. What other departments are affected by this proposal? To avoid delays in CCPS processing, ask the affected department chair to sign a separate signature page, such as found on page 31 of this procedure manual. An indication of approval or disapproval, the latter with justification, should also be included. Disapproval with justification does not constitute a formal objection. Formal objections must still be filed by the deadlines in section III.

_____ 7. <u>Checklist</u>. Include a copy of this appendix used as a checklist.

APPENDIX I
GUIDELINES AND CHECKLIST FOR PROGRAM CHANGES

Proposals for changing programs requirements (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 the appropriate department chair(s) and dean(s) and all other required information completed (see coversheet template).

_____ 2. Change rationale. Provide and explanation for the proposed change, such as responding to assessment and meeting learning outcomes.

_____ 3. 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 or APSCUF) and Administration approval.

_____ 4. Staffing requirements and resources required. Describe any changes.

_____ 5. Other departments affected. What other departments are affected by this proposal? To avoid delays in CCPS processing, ask the affected department chair to sign a separate signature page, such as found on page 31 of this procedure manual. An indication of approval or disapproval, the latter with justification, should also be included. Disapproval with justification does not constitute a formal objection. Formal objections must still be filed by the deadlines in section III.

_____ 6. Checklist. Include a copy of this appendix used as a checklist.

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 ¾ 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) (if changing language, include old and new language on coversheet or second page)

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?** _____
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 (May 7, 2008), 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 ☐   Not Approved ☐

_____
C.C.P.S. Chair   Date

_____
Change #

FACULTY SENATE RECOMMENDATION:

Approved ☐   Not Approved ☐

_____
Faculty Senate Chair   Date

PRESIDENT'S ACTION:

Approved ☐   Not Approved ☐

_____
University President   Date

For proposals requiring additional signatures, please add copies of this signature page.

Checking "Not Approved" is not the same as objecting. See section III to object.

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature

Approved ☐   Not Approved ☐   Date: _____

_____   _____
Print Name   Signature