Policies and Procedures for Initiation, Termination and Changes to Programs and Courses

University of Pittsburgh at Johnstown

Approved by Faculty Senate
1/18/2012
A. **Procedure for Program Initiation/Termination**

1. Faculty members write up proposals according to guidelines established by the Provost’s Advisory Committee on Undergraduate Programs (PACUP). The guidelines can be found at http://www.academic.pitt.edu/pb/proposal-guidelines.htm

2. Proposal originator consults with faculty primarily affected by proposal for input and refinement.

3. Curriculum committee of appropriate division and any other affected divisions review proposal and forward input.

4. Proposal is forwarded to respective Division Chair for input/approval.

5. a. Upon approval at previous levels, proposal is submitted to Ed. Policies for consideration. (October 1 recommended deadline for submission to Ed. Policies)

   b. Upon approval at previous levels, proposal is submitted to Academic Affairs Advisory Committee on Programming (AAACP).* (October 1 recommended deadline for submission to AAACP)

6. Ed. Policies reports on the proposals to the Faculty Senate and/or Faculty Senate Council. Motion to approve the proposal and vote to support or not support the proposal can be done via online vote. If it is not feasible to present the proposal to the full Faculty Senate, then an opportunity must be provided to discuss the proposal with the proposers, a representative of Educational Policies, and any other relevant parties prior to the online vote.

7. Faculty Senate and Academic Affairs Advisory Committee on Programming submit proposal to the Pitt-Johnstown VPAA with recommendations. (February 1 recommended deadline)

8. VPAA submits proposal to Pitt-Johnstown President with recommendations.

9. Pitt-Johnstown submits proposal to Provost Office (March 1 deadline) for review and forwarding to PACUP and the Provost’s Advisory Committee.

*NOTE: The Academic Affairs Advisory Committee on Programming serves as an advisory body to the Pitt-Johnstown administration. It may include representatives from the Academic Divisions, Admission, Institutional Advancement, the Murtha Center, the Office of Community Outreach, the Advisory Board, and other community members, and its membership will change depending on the nature of the programs to be reviewed.
B. **Procedure for Making Changes in an Existing Major Program, Concentration, or Minor Program**

1. The department writes a detailed proposal explaining the need for the programmatic changes, describing the revised program, discussing the impact on students, planning faculty loads and schedules, discussing the impact on other academic programs, and noting changes in resources to effect the programmatic changes.

2. The Division Curriculum Committee reviews the proposals and provides feedback.

3. Upon approval by the Division Curriculum Committee, the Division Chair reviews the proposal and provides feedback.

4. Upon approval by the Division Chair, the proposal is sent to the other Division Chairs for feedback and approval.

5. The proposal is then reviewed by the Education Polices and the General Education Committee for feedback and approval.

6. The proposal, having received approvals at prior levels of review, is sent to the VPAA for feedback and approval.

7. Upon approval, the department may take the steps necessary to implement the curricular changes, unless PACUP approval is deemed necessary because of resource/staffing issues.
C. Procedure for New Course Approval or Course Elimination Approval

1. Individual faculty member write proposal for new course or course elimination. For establishment of a new course, the proposal should include:
   a. Course number/potential number, e.g. *Anth 1720*
   b. Course title, *e.g. Caribbean Cultures*
   c. Credits, *e.g. 3 credits*
   d. Type of course, *e.g. lecture, seminar, etc.*
   e. Proposed effective date and frequencies of offering, *e.g. annually*
   f. Prerequisites (if any)
   g. Rationale: Why the course is needed, how it fits into the existing curriculum, the number of students it is likely to attract, and how it increases the quality to the curriculum.
   h. Its impact on the curricula of other departments/programs in the division.
   i. Additional resources needed to offer the course successfully, *e.g. technology, library*
   j. Attach a complete syllabus for the course

   For course elimination, the proposal should include course number and title, rationale, and impact on curricula are needed.

2. Proposal is reviewed by department faculty.

3. Proposal is reviewed by the Division Curriculum Committee and determines whether review outside the division is necessary because of impact on other programs/divisions.

4. Proposal is reviewed by the Division Chair.

5. Routing by the Division Chair:
   a. If there is impact on other programs/divisions, the proposal is first sent by the Division Chair to the Chair(s) of affected divisions for input which is then forwarded to the Division Chair of the faculty member proposing the course/course elimination

   b. If there is impact on General Education Curriculum, the proposal must first be reviewed by the General Education Committee which provides feedback to the Division Chair.

6. Upon review and approval of the Division Chair, the proposal is sent to the VPAA for review.

7. Upon review and approval by the VPAA, the course may be implemented/eliminated once the Division Chair submits all pertinent information to the Registrar’s Office.
D. Procedure for Minor Changes to Established Courses

The following procedure is to be used for effecting minor changes in established courses such as

- Title change
- Change in ISIS description (content, prerequisites)
- Change in grading option
- Change in code regarding type of class (i.e., lecture to seminar)
- Change in course as to major requirement, minor requirement, or elective
- Newly cross-listed
- Change in credit hours

1. Faculty member writes up short description of and rationale for the course change.

2. Department reviews the proposed change and sends a recommendation forward.

3. If the proposed change affects any others in the division, then the affected department(s) and the division curriculum committee must be consulted.

4. The change is reviewed by the Division Chair who determines whether others outside the division are affected. If so, the chair forwards information regarding the proposed change to the affected visions and/or the General Education Committee for feedback.

5. The Division Chair then informs the VPAA and Registrar of the change if it does not involve resource or quality issues. If the change does affect resources or academic quality, then the VPAA must approve the proposed change.