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## **PROCEDURES FOR MAKING CHANGES IN CGU ACADEMIC DEPARTMENTS**

This document is intended to make explicit the procedures for gaining approval of changes in CGU academic departments. Four categories of proposed changes are considered. A proposal must move through all steps before it can be advertised or considered approved by CGU.

### **APPROVAL OF A NEW DEGREE**

- After consultation with all current faculty who will participate in the proposed program, the governing committee for the school or unaffiliated department submits the proposal simultaneously to the chair of Faculty Executive Committee (FEC) and the Provost and Vice President of Academic Affairs (Provost).
- The FEC requests the Academic Standards Committee (ASC) to review the proposal for academic integrity.
- The ASC submits an evaluation of the proposal and a recommendation to the FEC.
- The FEC submits the proposal and a recommendation to the full CGU faculty for approval.
- If the CGU faculty approves the proposal, it is then submitted to the Provost for approval. If approved by the Provost, it is submitted to the Board of Trustees.

### **NEW COLLABORATIVE CONCENTRATION BETWEEN TWO PROGRAMS, EXISTING DEGREE**

- After consultation with all current faculty members who will participate in the proposed program, the governing committee for the school or unaffiliated department submits the proposal simultaneously to the chair of the FEC and the Provost.
- The FEC evaluates the proposal and approves or disapproves.
- If the FEC approves the proposal, it is submitted to the Provost for approval.

### **NEW CONCENTRATION WITHIN AN EXISTING DEGREE PROGRAM**

- After consultation with all current faculty members who will participate in the proposed program, the governing committee for school or department submits the proposal simultaneously to the chair of the FEC and the Provost.
- The chair of the FEC evaluates the proposal and may approve the proposal or bring it to the FEC for approval.
- If the FEC approves the proposal, it is submitted to the Provost for approval.

### **CHANGE IN REQUIREMENTS, EXAMINATION PROCEDURES, ETC. WITHIN A PROGRAM OR CONCENTRATION**

- The governing committee of the school or unaffiliated department, in consultation with all current faculty members who participate in the program or concentration, may change requirements or procedures within the constraints of CGU requirements.

Changes in academic programs should be reflected in the next CGU Bulletin, where appropriate, and changes that affect current students must be communicated to them in writing.

**(Approved by the Faculty Executive Committee at their October 11, 1993 Meeting as recommended by the Academic Standards Committee and approved by them October 8, 1993.) Approved by full faculty at their meeting of October 25, 1993. )**