

# PROPOSING / CLOSING COURSES, CONCENTRATIONS, CERTIFICATES, DEGREES AND MAJORS

## Course Proposals

### Procedure

Proposals for new courses, or making changes to existing courses, originate within academic units (see guidelines below). The structure and content of courses are developed by departmental faculty and chairs and approved by the appropriate chairs and deans. Programs may be reviewed by the Graduate Council as appropriate and must be approved by the Associate Provost of Graduate Studies or Chair of the Undergraduate Council. Administration of a course rests with the academic unit offering the course.

Generally, tuition for courses must be charged at the full University-approved rate for the academic unit. Reductions in tuition must be approved by the Provost. To be approved for reduced tuition, programs typically must be offered in a non-traditional format (e.g. University College courses, Morgridge College of Education night or weekend options, or special cohort arrangements). Reduced tuition rates will not be approved for programs that enroll students in the same courses as traditional students.

### Course Proposal Form

“New Course Proposal/Change in Course Number, Title or Hours” forms are located online at [www.du.edu/registrar/forms/crseprop.pdf](http://www.du.edu/registrar/forms/crseprop.pdf). Detailed instructions and guidelines for filling out the form can be found at [www.du.edu/registrar/forms/facschins.pdf](http://www.du.edu/registrar/forms/facschins.pdf) or by contacting the Office of the Registrar.

The department initiating the new course or course change should fill out the Course Proposal form. This form must be signed by the department and dean of the unit before being reviewed and signed by the Associate Provost or Chair of the Undergraduate Council. If requesting a change to an already existing course, a course syllabus must be attached to the course proposal form.

### Approval Timeline for New Courses

### Policy

New courses and/or course changes must be submitted, reviewed and approved in a specific order if they are to be officially approved and advertised by the university. Course proposals that do not follow this process are not approved and the appropriate steps below must be followed.

### Procedure

**Each step of the proposal process must be conducted in the following order:**

**1. Proposal Compilation**

- a. Complete the New Course Proposal/Change in Course Number, Title or Hours Form.
- b. Attach Syllabus.

**2. Unit Level: Review & Signature**

- a. Submit proposal to the Department Head or Program Director
- b. Upon approval, submit the documentation to the appropriate Dean.

**3. Council Level: Review & Signature**

- a. Submit proposal to the Chair of Undergraduate Council and/or the Chair of Graduate Council.

#### **4. Registrar**

- a. The Chair of the Undergraduate Council or the Chair of Graduate Council will forward the proposal to the Registrar for implementation in Banner.

**Notes:**

*Course proposals with an international component must be reviewed by the Office of Internationalization.*

*Course proposals that may involve a significant distance learning component should be reviewed by the Distance Learning Council.*

*A dual-level proposal (i.e. Undergraduate & Graduate) must be reviewed by both Councils*

## **Deactivation or Revision**

### **Revision**

Follow the same steps required for the creation of a new course.

### **Deactivation**

Follow the same steps required for the creation of a new course, but omit the syllabus and check the box for “deactivation” on the form.

## **Concentration Proposals**

A Concentration is an organized program of study which leads to a specific set of skills or knowledge. A concentration confirms that a student has mastery of the content of a clearly defined sub-field of an academic major field of study. It provides in-depth training, but not to the breadth of a major or degree. Proposals for concentrations originate within academic units. The structure and content of concentrations are developed by academic units and must be approved by the Associate Provost for Graduate Studies.

A concentration declares that a student has satisfactorily completed a subset of courses within a degree or certificate program. At the discretion of the University, credit earned in concentrations may be applied towards the graduate degree. While no specific number of credits is required for a concentration, there must be sufficient coursework to demonstrate mastery in a field represented by the concentration and to justify expertise in a particular area.

Administration of a concentration rests with the academic unit offering the program. The program director or dean is responsible for certifying completion of the program to the Registrar.

**Notes:**

*A dual-level proposal (i.e. Undergraduate & Graduate) must be reviewed by both Councils.*

*Proposals with an international component must be reviewed by the Office of Internationalization.*

### **Procedure**

#### **1. Proposal Compilation**

- a. Unit completes the Concentration Proposal Form

- b. Attach the Proforma (contact the University Planning & Budget Analyst for assistance, if necessary). All proposals that will change/impact the enrollment or programmatic expenses must be accompanied by the 5-Year Proforma Financial Analysis.

**2. Unit Level: Review & Signature**

After the Proposal Form has been completed, the unit submits it to:

- a. Budget Officer
- b. Department Head or Program Director
- c. The appropriate Dean (or Associate Provost if no Dean in the academic area)

**3. Administrative Level: Provisional Review (allow 2 weeks)**

- a. After passing Unit level review,
- b. The Proposal and Proforma should be sent to:
  - c. Office of Planning, Budget & Analysis, Provost
  - d. Department Head or Program Director
  - e. Chair of Graduate Council and/or the Chair of Undergraduate Council

**4. Council Level: Readings & Revision**

Following the preliminary review by the Provost, the Unit should submit the proposal and Proforma to:

- a. Chair of the Graduate Council and/or Chair of Undergraduate Council

**I. First Council Reading**

**Who:** Unit

**What to submit:** Proposal & Proforma

- a. one hard copy of the forms, including necessary signatures
- b. electronic version

**To whom:** Undergraduate Council and/or Graduate Council

**How:** Submit to Council administrative support 1 week prior to meeting.

**II. Second Council Reading (for Certificate Proposals)**

**Who:** Unit

**What to submit:** Proposal & Proforma

- a. one hard copy of the forms, including necessary signatures
- b. electronic version

**To whom:** Undergraduate Council and/or Graduate Council

**How:** Submit to Council administrative support 1 week prior to meeting.

**5. Administrative Level: Official Review**

The Chair of Undergraduate Council or the Chair of Graduate Council will submit the proposal to the Provost and the Office of Planning & Budget.

**Who:** Chair of Undergraduate Council and/or Chair of Graduate Council

**To whom:** Provost, Office of Budget, Planning & Analysis

**How:** The appropriate Chair will forward the proposal to the Provost and to the Office of Planning, Budget & Analysis for final approval.

**6. Registrar, University Planning & Budget Analyst**

Upon approval by the Provost, the Chair of Graduate Council or the Chair of Undergraduate Council will forward the proposal to the Registrar and to the University Planning & Budget Analyst for implementation in Banner.

**Who:** Provost

**What to submit:** Memo of Approval

**To whom:** Registrar, University Planning & Budget Analyst

## Certificate Programs

A certificate declares that a student has satisfactorily completed the curriculum of a certificate program. A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. At the discretion of the University, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels. Credit hours that have already been counted for a previous degree that has been awarded cannot count towards granting a certificate. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings.

**Notes:**

*A dual-level proposal (i.e. Undergraduate & Graduate) must be reviewed by both Councils.*

*Proposals with an international component must be reviewed by the Office of Internationalization.*

### Non-credit Certificate

Non-credit Certificate programs consist of seminars, symposia, workshops, and/or coursework for which credits are not given. Examples of programs in which a Non-credit Certificate is awarded are weekend seminars or workshops on specific academic, professional, and/or practical topics; or summer programs in which non-credit instructional courses are offered. Continuing Education Units (CEUs) may be awarded for non-credit certificates.

The structure and content of Non-credit Certificate programs are developed by departmental chairs and approved by the appropriate dean. Fees are generally set by the dean with the caveat that programs that enroll students in the same courses as traditional students must charge a fee that is equal to the full University-approved tuition rate for the academic unit. The unit must consult with the Office of Planning and Budget and submit a proforma along with the non-credit certificate proposal for review.

Non-credit Certificates programs are not recorded on a student's transcript, although a CEU transcript may be developed at a later date. Non-credit Certificates may be produced by individual units and should **not** bear the University seal. Non-credit Certificates may be produced by individual units and should **not** bear the University seal.

### Academic Certificates

An Academic Certificate is an organized program of study requiring at least eighteen quarter hours of credit which leads to a specific set of skills or knowledge. A certificate confirms that a student has mastery of the content of a clearly defined sub-field of an academic major field of study. A certificate provides in-depth training, but not to the breadth of a major or degree. The completion of a credit certificate is noted on a student's transcript and is part of the University's official academic offerings.

Academic certificates require a minimum of eighteen quarter-hours of credit. If desired, individual academic units may establish a maximum number of credit hours earned in a certificate program that may be applied to a degree. All University policies, including those related to admission, retention, eligibility for financial assistance, contact hours, and course formats apply to credit certificate programs.

Generally, tuition for academic certificate programs must be charged at the full University-approved rate for the academic unit. Reductions in tuition must be approved by the Provost. To be approved for reduced tuition, programs typically must be offered in a non-traditional format (e.g. University College courses, Morgridge College of Education night or weekend options, or special cohort arrangements). Reduced tuition rates will not be approved for certificate programs that enroll students in the same courses as traditional students. The unit must consult with the Office of Planning and Budget and submit a proforma along with the non-credit certificate proposal for review.

University TOEFL/IELTS requirements (where appropriate) apply to admission to certificate programs. Other admission requirements are established by the academic unit offering the certificate.

Administration of a certificate program rests with the academic unit offering the program. The program director or dean is responsible for certifying completion of the program to the Registrar.

Credit certificates will be produced by the Office of the Registrar. Expenses of certificate production will be charged back to the offering unit.

## Procedure

### 1. Proposal Compilation

- a. Unit completes the Certificate, Proposal Form
- b. Attach the Proforma (contact the University Planning & Budget Analyst for assistance, if necessary). All proposals that will change/impact the enrollment or programmatic expenses must be accompanied by the 5-Year Proforma Financial Analysis.

### 2. Unit Level: Review & Signature

After the Proposal Form has been completed, the unit submits it to:

- a. Budget Officer
- b. Department Head or Program Director
- c. The appropriate Dean (or Associate Provost if no Dean in the academic area)

### 3. Administrative Level: Provisional Review (allow 2 weeks)

After passing Unit level review,

The Proposal and Proforma should be sent to:

- a. Office of Planning, Budget & Analysis, Provost
- b. Department Head or Program Director
- c. Chair of Graduate Council and/or the Chair of Undergraduate Council

### d. Council Level: Readings & Revision

- a. Following the preliminary review by the Provost, the Unit should submit the proposal and Proforma to:
- e. Chair of the Graduate Council and/or Chair of Undergraduate Council

#### I. First Council Reading

**Who:** Unit

**What to submit:** Proposal & Proforma

- a. one hard copy of the forms, including necessary signatures
- b. electronic version

**To whom:** Undergraduate Council and/or Graduate Council

**How:** Submit to Council administrative support 1 week prior to meeting.

## II. Second Council Reading (for Certificate Proposals)

**Who:** Unit

**What to submit:** Proposal & Proforma

- a. one hard copy of the forms, including necessary signatures
- b. electronic version

**To whom:** Undergraduate Council and/or Graduate Council

**How:** Submit to Council administrative support 1 week prior to meeting.

### 4. Administrative Level: Official Review

The Chair of Undergraduate Council or the Chair of Graduate Council will submit the proposal to the Provost and the Office of Planning & Budget.

**Who:** Chair of Undergraduate Council and/or Chair of Graduate Council

**To whom:** Provost, Office of Budget,

Planning & Analysis

**How:** The appropriate Chair will forward the proposal to the Provost and to the Office of Planning, Budget & Analysis for final approval.

### 5. Registrar, University Planning & Budget Analyst

Upon approval by the Provost, the Chair of Graduate Council or the Chair of Undergraduate Council will forward the proposal to the Registrar and to the University Planning & Budget Analyst for implementation in Banner.

**Who:** Provost

**What to submit:** Memo of Approval

**To whom:** Registrar, University Planning & Budget Analyst

**Notes:**

*All Morgridge College of Education academic certificates should be completed within three years of enrolling in the certificate program. MCE students should consult program requirements as some programs may have shorter time frames.*

*I-20 forms are not issued for certificate or other non-degree programs.*

## Proposing New Graduate Programs (Degrees and Majors)

### Proposal and Review Process

#### Procedure

##### 1. Proposal Compilation

- a. Unit completes the Degree or Major Proposal Form
- b. Attach the Proforma (contact the University Planning & Budget Analyst for assistance, if necessary)

##### 2. Unit Level: Review & Signature

After the Proposal Form has been completed, the unit submits it to:

- a. Unit Budget Officer
- b. Department Head or Program Director
- c. The appropriate Dean (or Associate Provost if no Dean in the academic area).

**3. Administrative Level: Provisional Review (allow 2 weeks)**

After passing Unit level review, the Proposal Form and Proforma should be sent to:

- a. Office of Planning, Budget & Analysis, Provost

**4. Council Level: Readings & Revision**

Following the preliminary review by the Provost, the Unit should submit the proposal and Proforma to:

- a. Chair of the Undergraduate Council and/or
- b. Chair of Graduate Council

**I. First Reading**

**Who:** Unit

**What to submit:** Proposal & Proforma

- a. one hard copy of the forms, including necessary signatures
- b. electronic version

**To whom:** Undergraduate Council and/or Graduate Council

**How:** Submit 1 week prior to meeting.

**II. Second Reading**

**Who:** Unit

**What to submit:** Proposal & Proforma

- a. one hard copy of the forms, including necessary signatures
- b. electronic version

**To whom:** Undergraduate Council and/or Graduate Council

**How:** Submit 1 week prior to meeting.

**5. Administrative Level: Official Review**

- a. The Chair of the Graduate Council or the Undergraduate Council will submit the proposal to the Provost and the Office of Planning, Budget & Analysis.

**6. Committee Levels: Faculty & Educational Affairs Committee of the Board of Trustees (FEAC), Trustee Finance & Budget Committee: Presentation & Review****I. FEAC**

- a. The Councils will notify the Provost and the assistants to FEAC and the Finance & Budget Committee that the proposal has been approved.
- b. The Unit will prepare 25 paper copies, stapled & collated and electronic version of the proposal and submit them to the FEAC administrative assistant (Office of the Provost) 1 week prior to meeting.

**II. Finance & Budget Committee**

- a. The Unit will prepare paper copies, stapled & collated and an electronic version and submit them to the Finance & Budget Committee administrative assistant (Office of the Controller) 1 week prior to meeting

**7. Board of Trustees: Presentation & Review**

- a. After approval from FEAC and the Finance & Budget Committee, the proposal will go before the Board of Trustees
- b. The Unit is responsible for preparing 50 paper copies, stapled, collated & **3-hole punched** and an electronic version and submitting them to the Board of Trustees administrative assistant (Office of the Chancellor) **ten days prior** to the Board of Trustee meeting

- c. The Chair of FEAC will present the proposal to the Board of Trustees.

#### 8. **Registrar, University Planning & Budget Analyst**

Upon approval from the Board of Trustees, the Provost will send a memo to notify the Registrar and the University Planning & Budget Analyst that the program has been officially

**Notes:**

*A dual-level proposal (i.e. Undergraduate & Graduate) must be reviewed by both Councils.*

*Proposals with an international component must be reviewed by the Office of Internationalization.*

## **Closing/Suspending, Certificates, Concentrations, and Academic Programs (Degrees and Majors)**

### **Suspended Programs**

Programs that are suspended cannot accept students for enrollment until the divisional Dean and Provost approve the program to be reactivated. After one year, a suspended program will be closed.

### **Closed Programs**

Programs that are closed no longer accept students for enrollment. To reactivate a closed program, the procedures for proposing and getting approval for a New Graduate Program must be followed.

### **Process for Suspending or Closing a Program\***

To suspend or close a program, the divisional Dean forwards a memo to the Provost and the Associate Provost for Graduate Studies that includes the program's history, current status, a plan for phasing out the program (including how any current students will be handled), and the fiscal impact of the action. The Associate Provost will refer the matter to the Graduate Council for information, discussion, and recommendation.

If the Provost approves the suspension or closure of the program, he/she notifies the Trustee Faculty and Educational Affairs Committee (FEAC) and the Chair of FEAC notifies the full Board of Trustees.

*\*Programs can also be suspended or closed by executive action of the Provost, Chancellor, or Board of Trustees.*