2010-2011 Graduate Curriculum Approval Schedule

- Changes for the 2011-2012 academic year MUST be approved by the March 11, 2011, Graduate Faculty Assembly meetings…

- Or by the Feb. 4 Graduate Council meetings…

- Or by the February 18 CUC meeting…

- Or by the January 28 faculty assemblies….

- Also remember, some items will need review by
  - February 11 General Ed Curriculum Committee
  - February 8, Teacher Education Committee

depending on what level of approval is needed.

Curriculum going through AFTER these dates may not receive all approvals needed in time for the 2011-2012 year.

For courses enrolling only graduate students,*

- The following actions will be complete with the approval of the College Assembly:
  - Rename or change course description
  - Add, drop, or change a prerequisite
  - Change the credit hours of an existing course
  - Add, drop, or renumber a course
  - Add, change, or drop a designator

- These changes are sent forward to Graduate Council and Graduate Faculty Assembly for information only; they may need to go through the Teacher Education Committee if appropriate.

For courses enrolling only graduate students,*

- The following actions will be complete with the approval of Graduate Council:
  - Changing graduation requirements in a degree program with no change in overall number of hours

These changes are reported to Graduate Faculty Assembly for information only.

For courses enrolling only graduate students,

- The following actions will be complete with the approval of Graduate Faculty Assembly:
  - Changing the number of hours required to complete a degree program
  - Adding or dropping a degree program

For **courses** that are open to both undergraduate and graduate degrees (most 500 level courses)*,

Curriculum Action	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through committees if necessary), and	
	College Assembly Votes	Graduate Council Votes	TEC and GECC Committees Vote	CUC Votes**
Rename or change course description	Yes	Yes	Sent forward for information only*	Sent forward for information only*
Add, drop or change a pre-requisite	Yes	Yes	Yes	Yes
Add, drop or renumber a course	Yes	Yes	†Sent forward for information only*	Yes, to prevent duplication

About 28 500-level courses count toward General Education requirements in the Touchstone Program. All curricular items (including those sent forward for information only) will be reported to the faculty as prescribed in the Faculty Manual.

When do you get involved?

- After any decision-making level marked with an asterisk—let the chair of the body at the next higher level know that you want something reconsidered

- Officially (according to the 2010-11 *Faculty Manual* p. 32), actions must be "communicated promptly in the report of the Graduate Council to the members of the Assembly. If no graduate faculty member places the recommendation on the agenda of the assembly for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Assembly."

  This means you need to read the agendas for forthcoming meetings carefully!

To help your change go through…

☐ Review Academic Program Approval Procedures at http://www.winthrop.edu/recandreg/default.aspx?id=7122 and consult with Tim Drueke BEFORE submitting changes or proposals…save yourselves grief!

☐ Send all changes for a particular program through together…once one program change action has been initiated, another one can't be initiated until the first one is complete.

☐ Please be aware there will be some glitches and improvisation this year as we negotiate between the old and new software systems