

College of Arts & Sciences Flow Chart for Procedures and Approval of Curriculum Proposals for 2023-2024 academic year

(All actions require departmental approval before submission)

Deadlines based on Workflow of communication and responsibilities included below.

General inquiries of process should be directed to Associate Dean [Heidi Sleister](#) or Assistant Dean [Alina Grimm](#) first before reaching out to Provost's or Registrar's offices.

COURSE CHANGES				
Action	Submit Form(s)	College level approval	University level approval	Fall 2023-2024 deadlines (last possible date to submit for next academic year)
Propose a new course or make changes to an existing course.	a. New course proposal form . b. Course change form .	1. A&S Curriculum Committee 2. A&S Council	none	For Fall 2024: January 29, 2024 For Spring 2025: April 15, 2024
Remove a course no longer taught from the catalog	Remove Course from Catalog Form	1. A&S Curriculum Committee 2. A&S Council	none	For Fall 2024: January 29, 2024 For Spring 2025: April 15, 2024
Get approval for a travel seminar. (Required by the Office of Global Engagement)	Travel Seminar form	1. A&S Curriculum Committee 2. A&S Council <i>Note: A travel seminar offered using a special topics course number requires department curriculum committee approval (rather than A&S Curric. Comm.)</i>	none	For J-term 2025: Early to mid-January, with one week's time to receive approval from the department chair and dean. Final date TBD in February.

PROGRAM CHANGES				
Action	Submit Form (via email)	College level approval	University level approval	Fall 2023-2024 deadlines (last possible date to submit for next academic year)
Propose small * curricular or language changes to an existing program. (Column A in the Provost's guide)	Program/Concentration change form (link to page containing the form)	1. A&S Cabinet 2. A&S Council	None	March 18, 2024
Propose large ** changes to an existing major/minor/concentration, such as title change, expansion/contraction of tracks, or overhaul of program, or propose a new/discontinuation of a minor/concentration. (Column B in the Provost's guide)	Program/Concentration change form (link to page containing the form)	1. A&S Cabinet 2. A&S Council	3. Provost (Department chair submits this form after approval by A&S Council). Read more about it here . 4. Provost office informs department chairs.	March 18, 2024

Propose a new major/degree/certificate; to remove a degree/certificate (Column C in the Provost's guide)	New Program form	1. Chair informs Provost before any forms are submitted. 2. A&S Cabinet 3. A&S Council	4. Provost (Department chair submits this form after approval by A&S Council). Read more about it here . 5. Dean's Council 6. President's Council 7. Board of Trustees	October 30, 2023
Propose or revise AOI, FYS, Crew, INTD courses and Experiential Learning	Consult the Drake Curriculum website	none	AOIs: University Curriculum Committee (UCC) . FYS: University Curriculum Committee (UCC) .	AOIs: For Spring 2024: Thursday, December 8. For Fall 2024: Thursday, April 4. FYS: Wait for Associate Provost call for classes.

*Small curricular changes to an existing program include: add new course, discontinue a course, change in course sequence, change of instructional delivery of a course.

**Large changes/overhauls include: name changes to existing program; discontinuing minor, track, emphasis, or concentration; new minor; change to degree type awarded (new track, new concentration, new endorsement); 3+3, 3+2, 4+1 programs, new location.

Workflow of communication and responsibilities for curriculum/program changes

Each semester, administrative assistants and chairs/faculty will be informed about:

A&S Curriculum committee meetings schedule ([A&S website](#))

A&S Cabinet meeting schedule ([A&S website](#))

A&S Council Chair and meetings schedule ([A&S website](#))

Provost and Registrar deadlines and timelines ([Provost's Website](#))

*Increased and regular communication regarding deadlines for the [Provost's and Registrar's offices](#) aligning with A&S Curriculum, Cabinet and Council committees will be included, along with changes to university processes.

Timelines and deadlines are as follows:

Proposing a new major or program, or removal of a program or major: Anything requiring BOT approval would need to be submitted 90 days prior to the BOT meeting to be approved.

-Therefore, the last date to submit program changes to BOT for the next academic year is the end of January.

-Therefore, for A&S Council approval, it would need to be submitted by the December meeting, one week prior to the meeting.

-Therefore, for A&S Cabinet approval, it would need to be submitted by the November meeting, one week prior to the meeting.

Proposing modifications to an existing major/minor/concentration, new minor or concentration: All program changes for the next academic year must be approved by May 1st by the Provost.

-Therefore, for A&S Council approval, it would need to be submitted by the April meeting, one week prior to the meeting.

-Therefore, for A&S Cabinet approval, it would need to be submitted by the March meeting, one week prior to the meeting.

Proposing modifications to a course, a new course, or removal of a course: All course changes/additions/removals for the next academic year must be received by the Registrar's office no later than March 1st for Summer and Fall course updates, and September 1 for J-term and Spring course updates.

-Therefore, for A&S Council approval, it would need to be submitted by the February meeting, one week prior to the meeting, for Summer and Fall course additions, and May meeting (prior to the academic year) for J-term and Spring course additions.

-Therefore, for A&S Curriculum Committee approval, it would need to be submitted by the December meeting, one week prior to the meeting, for Summer and Fall course additions, and April meeting (prior to the academic year) for J-term and Spring course additions.

Proposing AOI attributes, FYS, Crew, INTD courses, or other non-A&S specific courses: Consult the various committees that oversee those approvals. Nothing along these lines will need to be approved by A&S.

Communication process

*Chairs or submitting faculty are responsible for submitting the appropriate forms, whether to A&S or to the Provost's office. **General inquiries of process should be directed to Associate Dean Heidi Sleister or Assistant Dean Alina Grimm first before reaching out to Provost or Registrar's offices.***

Assistant to the Dean will collect the A&S forms and share with the appropriate committee chairs through the A&S approval process. Information regarding specific academic year deadlines can be found on the flow chart (link)

Course changes – if course approval changes are made, the Assistant to the Dean will notify the Registrar's office, the chair of the department, the faculty who submitted the request (if applicable) and the Associate and Assistant Deans.

Program Changes

-Minimal changes (falling into **Column A** of the Provost's guide): Once approved by A&S committees, the Assistant to the Dean will notify the Registrar's office, the chair of the department, the faculty who submitted the request (if applicable) and the Associate and Assistant Deans. These changes will also be noted in the A&S curriculum archives.

-Program changes (falling into **Column B** of the Provost's guide): Once approved by A&S committees, the Assistant to the Dean will notify the chair or faculty representative (if applicable) of the A&S approval, and direct them to the Provost's form for approval. The Provost's office will communicate directly with the individual who submits the Provost's form, along with the Registrar's Office. *It is the chair/submitting faculty's responsibility to notify the Assistant to the Dean once the Provost has approved the updates.* Once the Assistant to the Dean is notified of the approval, they will notify the Registrar's Office (for degree audit updates), Assistant and Associate Deans. These changes will also be noted in the A&S curriculum archives.

-New or removal of programs (falling into **Column C** of the Provost's guide): Once approved by A&S committees, the Assistant to the Dean will notify the chair or faculty representative (if applicable) of the A&S approval, and direct them to the Provost's form for approval. The Provost will communicate directly with the individual who submits the Provost's form, along with the Registrar's Office, once the Board of Trustees approves the addition or removal of program. *It is the chair/submitting faculty's responsibility to notify the Assistant to the Dean once the Provost has approved the updates.* Once the Assistant to the Dean is notified of the approval, they will notify the Registrar's Office (for degree audit updates), Assistant and Associate Deans. These changes will also be noted in the A&S curriculum archives.