

The Senate of Michigan Technological University

Superseded by 7-78

PROPOSAL 10-70

ESTABLISHING PROCEDURES FOR DEVELOPING SIGNIFICANT CHANGES IN THE ACADEMIC PROGRAM OF THE UNIVERSITY

I. Purpose of the Procedures

It is the intent of the procedures described in this proposal that any suggested change of significance in the academic program of the University shall be considered in detail by members of both the Academic Faculty and the Administration before the University commits itself to an attempt to implement the proposed change. To this end, the procedures described below lead ultimately to a faculty recommendation in the form of a resolution passed by the Senate of the University.

II. Definitions

Significant changes in the academic programs of the University shall include introduction of new degree programs, removal of existing degree programs, and major changes of emphasis in current degree programs, such as introduction of an option substantially different from those already available within a degree program. The applicability of this procedure to changes other than new degree programs or the removal of existing ones can best be decided on a future ad hoc basis.

III. Initiation of Proposed Changes

A proposed change in the academic program may be initiated by any segment or combination of segments of the academic community of the University.

IV. Proposal Development

A. Development of a proposal describing the suggested change, including necessary supporting information, shall be carried out by one of the existing colleges or schools of the University. The proposal shall be presented to the Academic Faculty and the Administration with the consent of the administrative officer responsible for the school or college concerned.

B. The supporting information included in proposals for new programs shall be consistent with that currently required by the State of Michigan Department of Education AP3 request form. A copy of this form is included as an appendix. (*Available by Request from the Senate Office*). Additional information may also be requested in particular cases.

- C. In the case of removal of an existing program, the proposal shall contain information pertinent to a justification of the deletion. Typical information would include student enrollment data, details of faculty and facility requirements of the existing program, and the impact of the deletion on cognate programs and on the positions of the University.

V. Final Procedures

Upon submission to the Academic Faculty and the Administration, the proposal will receive consideration according to the following schedules:

A. Changes in Graduate Programs

1. The proposal is submitted to the Graduate Council for consideration in accordance with its procedures and criteria.
2. The Graduate Council considers and forwards materials and its recommendations simultaneously to:
 1. Vice President for Academic Affairs
 2. Senate Curricular Policy Committee
 3. University Curriculum Committee
3. Vice President of Academic Affairs and Senate Curricular Policy Committee separately and jointly consider merits of the proposal. Advice and counsel of University Curriculum Committee on proposed new courses will be obtained. The Senate Curricular Policy Committee may hold hearings, seek additional information, and suggest modifications in the proposal.
4. Senate Curricular Policy Committee makes a recommendation to the Senate.
5. Senate makes a recommendation to the Administration. The Administration will report back to the Senate on the disposition and implementation of the proposal. Specifics of new courses shall be approved by the University Curriculum Committee prior to becoming catalog copy.
6. Should nine months elapse after notification to the Senate (in accordance with Section IV of this policy, 10-70) of a proposed significant change in the academic program of the University without a final formal resolution by the Senate, the provisions of this policy shall not apply, and further in a situation where there is considerable urgency, the President, and the Board retain their obligation to act in the best interests of the University without the consultation or recommendation called for by this policy.

B. Changes in Undergraduate Programs

Same as in V-A, with the omission of consideration by the Graduate Council. Schedule begins at step V-A2, with the school or college submitting the proposal and supporting information directly to the Vice President of Academic Affairs and the two committees named.

Proposal Adopted by Senate: 18 February 1970
Presidential Approval with Amendments: 12 October 1970
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See Proposal 7-78