

DUQUESNE UNIVERSITY

Academic Program Revisions

Revising a program entails some of the same steps for proposing a new one. That includes qualitative and quantitative review. If a revision will require major financial support, the appropriate Dean should contact the Associate Provost for Administration about what more may be needed for review and approval.

Minor revisions of programs are processed and approved within schools and require notification to the Registrar. Minor revisions entail no change in the number of courses/credits required, but may include altering the names/titles of program (but not identifying codes or numbers) and changing some courses and course content. Minor revisions are part of common, regular reviews to maintain current, appropriate curriculums. They do not entail new major financial obligations. Minor revisions do *not* have to be registered in Basecamp.

Major revisions of programs are processed within the schools but entail additional approval and thus must be registered in Basecamp. Such revisions may include a change in the number of courses/credits required and/or the type of courses or experiential learning (clinics, internships). They entail substantial programming changes that may be related to accreditation requirements and/or teaching out an old program and building a new one, under a new name, upon its foundations. They may require substantial new resources.

Section 2.ii. of the Academic Program Proposal guidelines states: “*If the “new” program is fundamentally a revision of an existing one, the Provost may agree to an expedited process.*” This may depend on whether the revisions may have financial or market repercussions.” The Academic Provost for Academic Affairs will check with the Provost when such a revision is proposed. If the Provost does not agree to an expedited process, the department or school follows the regular process for establishing new majors and degree programs. If the Provost does agree, the department or school may choose the following, which will be accounted for in Basecamp.

The expedited process for reviewing and approving a “new” program that is fundamentally a revision of an existing one is:

I. Department(s) & School(s) create and approve a revised program that includes:

1. Description: name the major or program and how it would serve students, academic competencies, and, as appropriate, professional requirements.
2. Need/Objectives: How do the courses and possible non-course curricular requirements provide a focused exploration of a disciplinary, interdisciplinary, or professional subject? Provide learning outcomes.
3. Context: How is the revised major or program different from the old one in enrollment, operational, and/or graduation requirements?

4. Transition: How will the department/school serve students affected by the changes?

II. Resource Allocation (financial, material, & personnel budgeting):

1. Will the revised program work with current resources?
2. Will the revised program require new faculty, funding, or space?
 - a. If yes, explain.
 - b. If yes, there may need to be an EMG market analysis. That is determined by the Associate Provost for Administration.

III. Review/approval levels:

1. School Curriculum Committees or Councils & Deans
2. Associate Provost for Academic Affairs
3. Provost

IV. Communication: University Registrar and deans informed of approved changes.