

THE UNIVERSITY OF MICHIGAN-FLINT

Office of the Provost and Vice Chancellor for Academic Affairs

Policy on Implementing and Communicating New Programs and Program Changes

Background

Historically there has not been a campus-wide policy or procedure for ensuring timely notification of curriculum/program changes to various units across campus including the Registrar's Office, Academic Advising, the catalog editor, and other pertinent academic units. Moreover, at times proposed curriculum changes have been expected to become effective during the following semester or even immediately in mid-semester. Proposing such effective dates often results in significant challenges for various units responsible for implementing the change. Worse yet, there is very little (if any) advance notice to the students who would be affected (especially students planning on changing majors and transfer students) and/or our external constituents (high school counselors, community colleges, etc.)

To address the above issues, a new campus-wide process for implementing new programs as well as faculty approved curriculum (or program) changes is being established. This process is intended to achieve the following objectives:

- provide reasonable advance notice to the students who might be affected
- improve the channels of communication within Academic Affairs and between Academic Affairs and pertinent offices in SSEM
- ensure all curriculum changes are transparent
- coordinate curriculum changes and the process of revising and printing the university catalog.

Policy

All proposed new programs and curriculum (or program) changes¹ will become effective in the fall semester after they are approved (rather than mid-year or any other term.) Curriculum changes mandated by the federal or state government, an accrediting organization, or other external entities having purview or interest in the academic program will be exempted from this policy with approval of the Provost.

Faculty approved new programs and program changes are to be recorded on a Program Change Notification Form (please see attached) and submitted to the Assistant Provost for Accreditation and Assessment before February 15 of each year, the deadline for catalog submission².

¹ This excludes course change requests or new course approvals. There is an existing process for handling such requests.

² For the current academic year (2007-2008), departments that wish to have changes effective for Fall 2008 must have all appropriate approvals and be submitted to Krista Hansen no later than May 1, 2008.