

**Guidelines for Submitting Proposals to the  
Curriculum, Assessment, and Policy Committee  
Revised 27 February 2015**

**WHAT TYPES OF CURRICULUM PROPOSALS ARE REVIEWED BY CAPC?**

CAPC reviews proposals that concern the establishment of new degree programs, new minors, new concentrations, renaming degree programs, deactivating degree programs, discontinuing degree programs, eliminating concentrations, establishing or terminating certificate programs. The committee also reviews proposals that involve course proposals that apply across Colleges (e.g., First Year Academic Seminar, new core courses). Other issues are reviewed as described by by-laws in the CAPC Charge.

Changes to existing degree programs, minors, or certificates, such as those that involve modifying course requirements or deactivating specializations within a degree program (but not deactivating or discontinuing the degree program itself) are reviewed by CAPC for communication and information purposes, but ordinarily need not be forwarded to the entire senate and do not go on to BOR review.

**WHAT TYPES OF CURRICULUM PROPOSALS ARE NOT REVIEWED BY CAPC?**

Most course proposals **DO NOT** come to CAPC, but they **ARE** reviewed and recommended by the appropriate College Curriculum and Instruction committee.

**WHO MAY SUBMIT CURRICULUM PROPOSALS TO CAPC THAT CONCERN DEGREE PROGRAMS?**

Proposals involving degree programs (new degree programs, new minors, new concentrations, renaming degree programs, deactivating degree programs, discontinuing degree programs, eliminating concentrations, establishing or terminating certificate programs) that have been reviewed and recommended by the appropriate College Curriculum Committee should be sent by the Dean of the college electronically to the chair of CAPC with a copy to the chair of the Executive Committee of University Senate **AND** the Provost. Be sure to include the full documentation submitted to the College Curriculum Committee and indicating Curriculum and Instruction review and recommendation.

**WHO MAY SUBMIT OTHER CURRICULUM ITEMS/PROPOSALS TO CAPC?**

Standing committee business may be initiated by any member of the committee, by the Executive Committee of the University Senate, by the President, or by a written request to the Executive Committee signed by at least three Senators.

## WHAT IS THE ROUTING/APPROVAL PROCESS FOR PREPARING AND SUBMITTING PROPOSALS?

### *New Degree Programs (Undergraduate)*

**Submissions for new degree programs should follow the process outlined in the Georgia College Policy Manual ([New Program Procedure](#)) and described below.**

- Departments should complete the preliminary process of discussions with the Dean and Vice President of Academic Affairs described in the GC Policy Manual ([New Program Procedure](#)). If the proposal is deemed viable, the department must submit a letter of intent request to the appropriate College Curriculum and Instruction Committee, which then forwards it to the Dean for approval.
- Letter of Intent is submitted by the Dean to the chair of CAPC and copied electronically to the chair of the Executive Committee of the University Senate and the Provost.
- CAPC sends the letter of intent to the University Senate for approval.
- Senate sends letter of intent to the President for approval, who informs the Provost of action.
- Provost sends letter of intent to the BOR.
- BOR Staff reviews request and gives approval to develop full proposal.
- Full proposal prepared by the department and sent to College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for action.

### *New Degree Programs (Graduate)*

**Submissions for new graduate degree programs should follow the process outlined in the Georgia College Policy Manual ([New Program Procedure](#)) and described below.**

- Departments should complete the preliminary process of discussions with graduate faculty in the college, the Dean and the Provost described in the Georgia College Policy Manual ([New Program Procedure](#)). If the proposal is deemed viable, the department must submit a letter of intent request to the appropriate College Curriculum and Instruction Committee, which then forwards it to the Dean for approval.
- Letter of Intent is submitted by the Dean to the chair of CAPC and copied electronically to the chair of the Executive Committee of the University Senate and the Provost.
- CAPC sends the letter of intent to the University Senate for approval.
- Senate sends letter of intent to the President for approval, who informs the Provost of action.
- Provost sends letter of intent to the BOR.
- BOR Staff reviews request and gives approval to develop full proposal.
- Full proposal prepared by the department and sent to graduate faculty in the College for discussion and approval.
- Proposal is then sent to College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for action.

**A similar process, with minor modifications, is followed for proposals involving the following items that fall under CAPC's charge:**

#### *New Minors*

- Departments should complete preliminary discussions with the Dean and Provost.
- If the proposal is deemed viable, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review.

### ***New Concentrations***

- Departments should complete preliminary discussions with the Dean and Provost.
- If the proposal is deemed viable, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

### ***Renaming Degree Programs***

- The department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval. (**Note:** If the proposal involves a graduate program, the department must consult with all those affected by the proposed changes, including the department chair and faculty, both within and outside the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review.

### ***Deactivate (put on hold for a period of time) degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (**Note:** If the proposal involves a graduate program, the department must consult with all those affected by the proposed changes, including the department chair and faculty, both within and outside the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Deactivate (put on hold for a period of time) specialization or concentration within an existing and continuing degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (**Note:** If the proposal involves a graduate program, the department must consult with all those affected by the proposed changes, including the department chair and faculty, both within and outside the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Discontinue (permanently eliminate) degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (**Note:** If the proposal involves a graduate program, the department must consult with all those affected by the proposed changes, including the department chair and faculty, both within and outside the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review and BOR action.

***Discontinue (permanently eliminate) specialization or concentration within an existing and continuing degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (**Note:** If the proposal involves a graduate program, the department must consult with all those affected by the proposed changes, including the department chair and faculty, both within and outside the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC for information and communication purposes, and copies it to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Establish or terminate certificate program (not tied to a degree)***

- See the Georgia College Policy Manual (New Certificate Procedures) for a full description of the procedures to be followed for certificates.
- Departments should complete preliminary discussions with the Dean and Provost. (**Note:** If the proposal involves a graduate program, the department must consult with all those affected by the proposed changes, including the department chair and faculty, both within and outside the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed viable, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review.