Chapter 6

DELETIONS

Courses, Tracks or Areas of Emphasis within Programs, Minors, or Programs

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A. Introduction

This chapter provides the proposal format for deletions of courses, tracks (areas of emphasis) within programs, minors or programs. When the deletion affects existing programs, the deletion is submitted as part of a Level I, II or III program revision, as applicable. Departments should regularly delete those courses that have not been offered during the past five years. Deletions of programs, tracks, or courses may also be necessary as the needs of a particular discipline evolve or as accrediting agencies dictate such revisions. The approval process for deletions is given in Chapter 1, Section B, and summarized in the flowchart on page 8.

Please note that, according to PASSHE Academic Policy (see Appendix A), deletions of tracks within programs, minors, or entire programs fall under the Level I category and, hence, require both Stage 1 (Notification of Intent) and Stage 2 (Proposal) action (see the flowcharts on pages 8 and 10). The Notification of Intent should follow the guidelines given in Chapter 2. However, the proposal format should follow the guidelines below, since many components of a Level I proposal as given in Chapter 2 are unnecessary for a deletion.

B. Proposal Format and Content

1. Graduate Curriculum Authorization Form (Appendix D)

The form becomes the cover sheet of the proposal. Each item to be deleted will require its own Authorization Form.

2. Summary

Please provide:

a. A brief statement describing what is to be deleted.

b. The rationale for the deletion.

3. Impact

When courses are a required part of a program or are part of programs offered by other departments, please include:

a. A discussion of how this change will affect existing courses or other graduate programs, if applicable. If the deletion necessitates changes in other existing courses, provide revision

proposals for each. (See Chapter 10 for new course proposals and major course revisions or Chapter 11 for minor course revisions.)

b. Letters of notification to and response from each department potentially affected by the deletions. These letters should verify that the information has been relayed to the departments and provide such comments that make clear each department's position. If a department is unresponsive, please include copies of at least two notification attempts.

c. A timetable that indicates:

(i) When the deletion is to take effect and the sequence of individual course deletions required for the phase-out.

(ii) How the deletion will affect students currently enrolled in the program and how students will be notified.

(iii) When the deleted items need to be removed from the university catalog.

The timetable is critical to ensure that students currently being served will be given the opportunity and sufficient notice to complete their program of study.

4. Senate

After notification of approval by the Graduate Committee, please submit to the recording secretary of the Graduate Committee:

a. Three hard copies of the proposal
b. Three hard copies of the Senate agenda item (see below)
c. One electronic copy of both the proposal and the Senate agenda item.

The Senate agenda item should include the titles of the courses, tracks or program being deleted, the sponsoring department, the catalogue term when the changes becomes effective, and a brief rational for the deletion(s). The hard and electronic copies must be submitted to the recording secretary of the Graduate Committee at least 14 days before the next Senate meeting.