

**Committee on Educational Policy**  
**Policy on Revising Requirements for Undergraduate Programs**

Program requirements are proposed by program faculty and approved by the Senate. Curricular resources, on the other hand, are an administrative responsibility that are managed by academic units. When additions are proposed by the program faculty to the required or elective courses in a program, stakeholder comments from the chair of the course sponsoring unit must accompany the proposal, unless the chair of the course sponsoring unit is the person submitting the proposal to the Senate (most commonly, when the program faculty for a program are the same as the faculty in the course sponsoring unit). If the stakeholder chair opposes the proposal, they should provide reasons. When the program faculty wish to remove a required or elective course from a program, the chair of the course sponsoring unit must be notified.

Approved October 17, 2018

# STAKEHOLDER APPROVAL-PROGRAM STATEMENT

Use this form if you are adding or deleting courses that are requirements or electives to your program statement and those courses are sponsored by other departments. You can list multiple courses on one form if the courses are all sponsored by the same department.

## DEPARTMENT SUBMITTING THE PROGRAM STATEMENT

[Click here to enter the department name.](#)

## CHAIR OF THE DEPARTMENT

[Click here to enter the name of the department Chair.](#)

## DEPARTMENT APPROVING USE OF THE COURSES

[Click here to enter the approving department name.](#)

## CHAIR OF THE DEPARTMENT

[Click here to enter the name of the Chair of the approving department.](#)

## EXPIRATION DATE \*

[Click here to enter the date on which this approval expires.](#)

\*By approving these courses, the approving department is agreeing to a continuing commitment to offer the courses. CEP requests a commitment of six years, with possibility of renewal.

## COURSE LISTS

### COURSES BEING ADDED AS REQUIREMENTS

[Click here to list courses being added as requirements.](#)

### COURSES BEING DELETED AS REQUIREMENTS

[Click here to list courses being deleted as requirements.](#)

### COURSES BEING ADDED AS ELECTIVES

[Click here to list courses being added as electives.](#)

### COURSES BEING DELETED AS ELECTIVES

[Click here to list courses being deleted as electives.](#)

## APPROVALS

Department Chair Requesting: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Approving: \_\_\_\_\_ Date: \_\_\_\_\_