

Committee on Educational Policy
Guidelines for "Area Studies" Entries in the Catalog

"Area studies" sections, sections that do not have any corresponding BA, BS, or graduate degree, can be important informational sections of our catalog indicating some of the areas of emphasis that do not have degree programs, but may be of interest to students.

There is a great deal of variation among existing "area studies" sections. To ensure some consistency both in the information presented and in the characterization of our campus programs, CEP is issuing the following guidelines for the 2006-7 and future catalogs.

We recognize that these guidelines will require some modification of catalog copy in several instances, and hope that you will be able to complete these modifications and route them through the appropriate program and Dean's office by March 13, 2006.

1. All areas of studies sections should have a specific department, college, or division that has agreed to ensure coordination of catalog copy for that area of studies. Depending on the specific circumstances, this unit may or may not be listed as part of the catalog copy.
2. Area of study sections must be reviewed by the affiliated faculty at least every two years for the printed catalog.
3. Area studies sections should begin with a few paragraphs describing the area.
4. If an undergraduate minor exists in the area, the curriculum of the minor must be clearly and completely described. The advising office for the program must also be specified.
5. Individual major curricula associated with area studies cannot be listed, as they have not received Senate review and sanction. However, it is appropriate for an area studies listing to include a statement such as "Students particularly interested in this area may wish to consider working with faculty mentors to develop an individual major. Information on this process is available at college advising offices." Individual majors shall not be listed in the degree chart, though the areas may be listed in the chart with the approval of CEP based on the advice of CAFA and the Admissions Office.
6. Area studies sections should list faculty members associated with the area as a resource for students. It is particularly important for this listing to be updated bi-annually. The faculty lead for the area of study should provide assurances to CEP that all faculty listed so desire. The list should be in paragraph form, indicating name and affiliation, and occur at the end of the section, just prior to any course listing.
7. Area studies sections may include a list of courses associated with that area in a format determined by the Academic Editor in consultation with CEP. Faculty leads should note that keeping such lists up-to-date in the catalog will require annual effort.

CEP requests that Departments and Deans be supportive of area studies sections, in that they provide specialized information, especially faculty contact information, for students interested in specific areas that may not at present have affiliated degree programs.