Curriculum and Course Development

Establishing and Changing Academic Programs

New Graduate Level Programs

[Procedures for Approving New Certificate, Subtrack, and Degree Programs](#)

Changes in Existing Programs

When a department proposes a change that alters the plan of study of a degree program, the department should contact the Associate Dean for Academic Affairs who can advise on whether a particular change requires approval of the Curriculum Committee and/or the Graduate College.

Discontinuance of Programs

When a department proposes to discontinue a degree or certificate program, the department should contact the Associate Dean for Academic Affairs who can advise on approval processes and information required.

Policy on Low-Enrollment Courses

Guidelines promoting the fair allocation and wise use of teaching resources are in the interest of the College and its departments. Thus, the College asks each department to evaluate the need and desirability of those of its course offerings that have low enrollment.

Defining Low Enrollment

Ordinarily, the College will consider a graduate course enrolling fewer than five students as having a low enrollment. The following categories of courses will ordinarily be excluded from consideration:

1. independent study/practicum/internship courses, and
2. courses having space or other facility limitations on enrollment.

Teaching in Summer Session

The University offers summer session courses on three-week, six-week and eight-week schedules.

Course Offerings

Only courses truly adaptable to the shortened time frame should be offered in summer session, especially in the three-week session. Course goals, contact hours, and teaching standards must be the same as for the same course offered in a 16-week semester. Summer session offerings should reflect enrollment demand.

Distance Education

The College of Public Health departments offer distance-education classes through the Center for Credit Programs (CCP).