

Guidance for Curricular Proposals
Academic Priorities Committee (APC)
December 3, 2024

APC reviews proposals for creating a new offering (a major, minor, Nexus track, or Five College certificate), changing the requirements for an existing offering, or discontinuing an existing offering. To take effect in the next academic year, please submit all such proposals to APC by February 1.

The purpose of this document is to identify several characteristics of successful proposals. This document does not apply to other academic proposals, such as for new or revised courses. The following characteristics are not exhaustive, and proposals are welcome to include additional elements.

Every proposal

- Should include a clear rationale
- All affected faculty should be consulted, and the proposal should include a statement confirming that all faculty have been consulted

Depending on the type of proposal, it should also include the following:

Creating a new offering

- A description of the requirements a student would need to complete. In addition to a written description, including a basic table listing the requirements is helpful.
- A description of the sustainability of the offering. For example, does every department or program involved in providing the offering have a plan for meeting this responsibility while continuing to meet its other obligations? Does the offering rely primarily on continuing faculty members and is the offering sustainable against leaves?

Changing the requirements for an existing offering

- A description of how the requirements change. In addition to a written description, including a table comparing the current requirements to the proposed new requirements is helpful.
- A timeline for introducing the new requirements, and phasing out the old requirements. Most commonly, students who are currently enrolled are eligible to continue with the existing requirements or choose to follow new requirements, while incoming classes of students would only have access to the new requirements. However, please explain if you have reason to favor another transition plan.

Discontinuing an existing offering

- A timeline explaining which students will be eligible to continue with the offering. Standard practice is for all discontinued offerings to remain available to students who had already matriculated or were in the process of applying to the College before the offering was discontinued.

Finally, specific types of proposals should include additional information:

Nexus track

- A statement of support by the Nexus director