

Academic Council Process [rev. 7-15-19]

Any curricular change (course modifications, new undergraduate or graduate courses, and program changes) includes the following steps:

1. Before submitting proposals for new courses or programs, consult with OSR to determine an appropriate new course number and/or designator (e.g., JST for Judaic Studies).
2. Use current forms. For graduate course modifications or new courses, go to <https://umaine.edu/graduate/facultystaff-resources/>, under forms; for undergraduate courses, go to <https://umaine.edu/upcc/forms/>.
 - If a syllabus is required, submit it when you submit the form. Make sure it includes all of the components required by UPCC or the Graduate Board.
3. Have a cover/signature sheet. The director or chair of the initiating unit must sign the form before it is submitted to Academic Council.
 - For courses, the cover sheet is the first page of the UPCC or Graduate Board form.
 - For program changes that do not have an accompanying form, create a cover sheet similar to the sample below.
4. With any proposal that affects a program, include updated catalog text. For new or modified courses, supply either updated catalog language or a short explanation of why no update is necessary. To communicate the catalog update to Academic Council:
 - Submit a copy of current requirements as displayed in the catalog.
 - In some clearly identifiable way (such as a different color font) indicate the proposed update.
5. Submit all proposals (both undergraduate and graduate) and any necessary accompanying documents to Academic Council electronically to the CLAS Dean's Office at clas@maine.edu by the deadline listed on the Academic Council schedule. Late proposals may be deferred to a subsequent meeting.

Representatives of units submitting proposals to Academic Council are always welcome to attend the session at which the proposals are being discussed. Attendance is strongly encouraged for any new course or program proposal and is likely to expedite the approval process.

Program name: _____

Summary of changes:

The signatures below indicate approval of the program proposal summarized above.

Firstname Lastname
Chair, Department of XXXXXX

Date

Firstname Lastname
Chair, Academic Council, College of Liberal Arts and Sciences

Date

Firstname Lastname
Dean, College of Liberal Arts and Sciences

Date

Firstname Lastname
Associate Vice-President for Academic Affairs

Date

OR

Firstname Lastname
Associate Vice-President for Graduate Studies

Date