

Curriculum & Course Approval Process at Reed

Registrar's Office

19 Aug 2020

Included in this document are the general guidelines, approval process, and calendar deadlines for the upcoming year with regard to **curriculum changes** and **course approvals**.

Curriculum changes are changes to the requirements a student must complete in order to graduate. These are considered significant and require approval by the Reed faculty prior to spring break.

Course approvals are newly proposed courses or substantive changes to existing courses. They occur throughout the year, but most commonly in the spring semester. They should be resolved before the end of the academic year.

CURRICULUM CHANGES

General Guidelines

Departments are encouraged to begin discussing curricular changes early in the year, as they must be approved by the department, division, and CAPP before presentation to the faculty – all before spring break. We suggest submitting curriculum changes by early December, and the deadline is in January, shortly before the start of the semester. The dates and deadlines are listed on the current Catalog/Schedule Production Calendar. Plan extra time for CAPP to review curricular changes before they are submitted to the faculty meeting agenda. Curricular changes (other than new courses) are not to be presented to the faculty after spring break.

General Approval Process

Step 1:	Discuss the proposed curriculum changes with colleagues (and other academic departments, if applicable).
Step 2:	Discuss the proposed curriculum changes with the registrar if there are questions of implementation or other concerns.
Step 3:	Department approves the proposed change.
Step 4:	Division approves the proposed change.
Step 5:	Submit formal request for the curricular change to the Registrar's Office. The Registrar's staff will track the proposed curricular change and forward it to the Dean of the Faculty for CAPP review. a) Allow extra time for this process. The CAPP may have questions or concerns which will need to be addressed before moving forward. b) Once CAPP has approved the curricular change, the Dean's staff will prepare the proposal for faculty review. Allow enough time so the proposed change can be reviewed and approved by CAPP, then added to the faculty meeting agenda prior to the Faculty meeting.
Step 6:	CAPP presents the proposal and the faculty votes in a faculty meeting <i>before spring break</i> (check with the Dean's office for deadlines).

Specific 2020-21 dates (for the 2021-22 catalog)

- Oct 2, 2020: Registrar’s staff will invite departments to submit major/program requirement changes
- Dec 7, 2020: Plan Ahead – Department chairs submit division-approved curricular changes to the Registrar’s Office. Beat the rush and allow enough time for proposed changes to go through the process of CAPP review *and* get onto the agenda by the March 15 faculty meeting at the latest.
- Jan 11, 2021: Deadline for department chairs to submit requests for curricular changes to the Registrar’s Office.** Changes submitted after this date may not be ready for review by the Faculty at their March meeting.
- Feb 4, 2021: Registrar’s staff will invite department chairs to submit revisions for the 2021-22 catalog.
- Mar 5, 2021: Department chairs submit draft changes to the 2021-22 catalog to the Registrar** (curricular changes will have *already been submitted*.)
- Mar 31, 2021: Registrar’s staff will return the 2021-22 catalog revisions to department chairs for review.
- Apr 26, 2021: Department chairs submit final catalog edits to the Registrar.**

COURSE APPROVALS

General Guidelines

New courses must be approved before they are published in the catalog. Certain changes to existing courses also require approval. Finally, courses that have not been offered in six years must be re-approved.

The following are required for course approvals:

New or Revived Courses	Department or Interdisciplinary Committee*	Division*	CAPP	The Faculty
• New courses	Yes	Yes	Yes	Yes
• Revived courses (after 6 yrs)	Yes	Yes	Yes	Yes
Type of Course Change	Department or Interdisciplinary Committee*	Division*	CAPP	The Faculty
• Content/description (minor change)	Yes	No	No	No
• Content/description (substantive change)	Yes	Yes	Yes	Yes
• Cross-lists	Yes (each department/committee)	No	No	No
• Instructional Method	Yes	Yes	Yes	Yes
• Number (minor renumbering)	Yes	No	No	No
• Number (change in course level)	Yes	Yes	Yes	Yes
• Prerequisites (removal or reduction)	Yes	No	No	No
• Prerequisites (increase or change)	Yes	Yes	Yes	Yes
• Repeatability	Yes	No	No	No
• Requirements (meets major requirements outside the department)	Yes (each department/committee)	No	No	No
• Requirements (meets Group or Division requirements)	Yes	Yes	Yes	Yes
• Title	Yes	No	No	No
• Units (increase or decrease)	Yes	Yes	Yes	Yes

**For courses solely within an interdisciplinary committee that do not belong to any one division, proposals may go directly from the committee to the Registrar for CAPP review.*

Because of timing constraints with the approval process, Reed’s practice has been to *schedule* a course once it has been approved by the department/s, division/s, and submitted to CAPP. It will be *listed in the catalog* only after it has been formally approved by CAPP and the faculty.

Course approvals are typically processed in the spring for the following year. Generally, the first round of course approvals should be submitted by March 1st, and the second round of course approvals should be submitted by April 1st, in order to be included in the catalog. Courses submitted after these dates may not be approved in time to be included in the catalog, and may not be approved by the faculty until the following fall semester (although they may be scheduled and available for registration if they have been submitted to CAPP). The course approval form is available on the Dean of the Faculty’s web page, www.reed.edu/dean_of_faculty/forms.

In addition, requests for a reduced maximum, to reserve seats for new students, or to apply enrollment criteria to waitlisted courses also need to be approved by CAPP. The requests are due to the Registrar’s staff along with the department’s scheduling requests at the beginning of March. The Registrar’s staff then packages the requests from all departments, and presents them to CAPP for review. The course enrollment criteria form is available on the Registrar’s Office web page, www.reed.edu/registrar/faculty_resources.html.

Some scheduling changes (day/time) may need approval by the Administration Committee if: a) the requested time occurs in a non-standard time slot, or b) the requested time creates conflicts with interdependent courses. Faculty are encouraged to discuss proposed time changes with colleagues in related departments, and to allow enough time for the Administration Committee to review non-standard requests, or requests that affect large courses.

General Approval Process

Step 1:	Discuss the proposed new courses or course revisions with colleagues.
Step 2:	Complete the Course Approval form in MS Word, and include a course description.
Step 3:	Obtain department approval on the form. (Cross-listed courses require approval from both departments).
Step 4:	Obtain division approval on the form.
Step 5:	Submit completed forms to the Registrar’s Office. (Registrar’s staff will track the proposed courses and forward the forms to the Dean of Faculty for CAPP review.) a) Allow adequate time for this process. The CAPP may have questions or concerns, which will need to be addressed before moving forward. b) Once CAPP has approved the course, the Dean’s staff will prepare the list of courses for faculty review. The course must be on the list at least a week before the faculty meeting.
Step 6:	CAPP will propose the new courses to the faculty for approval.

Specific 2020-21 dates (for the 2021-22 catalog)

- Oct 2, 2020: Registrar's staff will invite departments to submit proposed changes to the scheduling of large classes. Large courses often have interdependencies, and faculty are encouraged to discuss scheduling changes with other departments and divisions.
- Oct 9, 2020: Registrar's staff will inquire with departments about classroom repairs or upgrades for consideration.
- Oct 23, 2020: Department chairs submit requests for any changes to scheduling of large classes to the registrar. This allows time for the registrar to check with other departments for potential conflicts.**
- Nov 13, 2020: Department chairs submit proposed room updates and repairs to the registrar for consideration.**
- Feb 4, 2021: Registrar's staff will invite department chairs to propose their 2021-22 schedules.
- Mar 1, 2021: Divisions submit course approvals (first round).**
- Mar 5, 2021: Department chairs submit proposed schedules to the registrar.**
- Mar 8-12, 15-16, '21: Department chairs should be available to respond to scheduling questions (via email/phone).
- Mar 17, 2021: Registrar's staff will return 2021-22 draft schedules to department chairs for review. New or substantially revised courses must be submitted to CAPP in order to be scheduled (if the course does not ultimately gain approval by CAPP or the faculty, it will be removed from the schedule).
- Mar 24, 2021: Department chairs submit revisions to the draft 2021-22 schedule to the registrar.**
- Mar 26, 2021: Department chairs submit final schedule revisions to the registrar before the schedule is published.**
- Apr 1, 2021: Divisions submit final round of course approvals.**
- Mar 29, 2021: Registrar's staff publishes the 2021-22 schedule.
- Apr 5, 2021: Registration for 2021-22 begins.

QUESTIONS? We can help!

Registrar's Web Page: <http://www.reed.edu/registrar>

Faculty & Department Chair Resources: http://www.reed.edu/registrar/faculty_resources.html

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