



## Policy Directory

Responsible Division: Academic Affairs  
Responsible Office: Graduate Studies  
Issue/Revision Date: 12/01/2017

### **Policy Title: Course and Program Approval**

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Policy: *The Graduate School policy on Course and Program Approval* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established based on Mississippi Institution of Higher Learning Academic Guidelines

#### Governance

The mission of the Graduate Council is to promote excellence in graduate education at Alcorn State University. By rules of governance, the Graduate Council has the responsibility for approving all graduate level courses and programs at Alcorn State University. This oversight is based on the established university hierarchy for curriculum approval of new and revised courses, new degree and certification programs. The Council reviews proposals by departments within the context of the University Curriculum approval process. Recommendations are made by the Council to add, expand, delete or modify courses and programs offered in the Graduate School at Alcorn State University. New graduate courses and programs must be approved by the Council prior to being offered. Departments that receive approval are authorized to:

- Publicize the course or program through media mechanisms at the university
- Add new courses and program descriptions to the Graduate Catalog and publications for enrollment management activities
- Use new and revised courses in updating Curriculum Plans

#### New Course and Program Approval Regulations

The types of new graduate degree programs must flow through the approval process before seeking confirmation of the Graduate Council. New course proposals must go through the full approval process (approval from department, university curriculum committee, graduate council, and Office for Academic Affairs). The appropriate Appendix and approval forms at each level must be submitted to the Council for review in consideration of the changes(s). The documentation must attest to the following Graduate Curricular Process.

1. Faculty within an academic unit propose new programs, revise programs, new courses, course revisions.

2. Department Curriculum Committee reviews the curriculum changes(s) and forwards approval to the University Curriculum Committee for review and comments.
3. No new or revised course or program shall be implemented unless it has been reviewed and approved according to the provisions of this policy and related procedures.
4. The proposal for approval of new programs, program changes, program discontinuation, new courses, and course modification, is reviewed at the next council meeting. If suggestions or comments are offered, they are directed to the department representative seated on the Graduate Council.
5. Written notification of the decision of the Council will be forwarded to the appropriate department.
6. Updated information related to the Council's approval is submitted to the Office of the Provost for Academic Affairs for review and final approval.

This policy applies to all new graduate courses and programs and changes to existing graduate courses and programs to ensure they meet accreditation standards and Institutions of Higher Learning academic guidelines.

Depending upon the request, if the program or course is new or to be amended, all documentation reviewed at the department and university levels must accompany the proposal submitted to the Council.