

GUIDE FOR SUBMISSION OF PROPOSALS TO THE EDUCATIONAL POLICY COMMITTEE

Policy matters needing EPC approval include, but are not limited to:

- New degrees or certificates awarded by the university;
- New undergraduate programs;
- Revisions to undergraduate programs;
- New undergraduate courses;
- Revisions to existing course descriptions;
- Deletions of existing courses (if applicable, a statement addressing impact on other programs must accompany the proposal);
- Changes to the composition of the general education program;
- Changes to the composition of the curriculum that fulfills the requirements for a specific program (major, minor, emphasis...);
- The courses a student may include within the hours required for a specific degree;
- Changes in the number of credit hours for existing courses;
- The criteria governing the types of experiences for which academic credit can be awarded;
- Criteria for conferring academic awards at Commencement.
- Changes in academic policy that are reflected in the catalog (Note: changes in processes/procedures not reflected in the catalog do not need EPC approval).
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The following matters will be sent to EPC as FYI's:

- Revision to a department or program mission, goals, or outcomes;
- Changes to course designators (e.g., PSYC), numbers, titles, rotation patterns, or descriptions provided the essential nature of the course is not changed;
- Changes to minimum grade requirements for pre-requisite courses;
- Changes in the general education program that do not affect the overall composition of the curriculum; these changes must be approved by the General Education Advisory Committee and submitted to EPC by the General Education director; examples of changes sent as FYI's are: addition or changes to current general education courses, and changes in the types of requirements courses meet (e. g., diversity, divisional requirements);

The following matters do not need to be sent to EPC:

- New topics course (numbered 280); however, general education topics courses must be submitted to the General Education Advisory Committee if they are to fulfill general education requirements.

NOTE: EPC reserves the right to return any items submitted as FYI's if the committee deems those matters constitute a policy change requiring EPC approval.