



TO: Council on Graduate Studies  
Coordinators of Graduate Study  
Chairs of Graduate Programs  
Professional Science Master's Board & Interdisciplinary Boards

FROM: Robert M. Augustine, Dean

RE: Curriculum Approval Processes for Interdisciplinary Programs

DATE: March 3, 2014

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On September 4, 2012, I received confirmation from Dr. Mary Herrington-Perry, Assistant Vice President for Academic Affairs, regarding the curriculum approval process for degree programs with multiple departments and college participation as outlined below. Please share it with colleagues who may be working on development of curriculum for such programs.

Key to this approval process is the understanding that every interdisciplinary program has an "academic home" defined as an existing academic department or school. Typically, the academic home is where the Graduate Coordinator holds an appointment. This then defines the college home and the designated college curriculum committee. For example, the interdisciplinary MA in Gerontology program's Graduate Coordinator's academic home is the School of Family & Consumer Sciences. The alignment with this academic home means that curricular matters are reviewed by the Lumpkin College of Business and Applied Sciences curriculum committee.

A second key element is an agreement between leadership of the participating departments, chairs and deans, that the programs are committed to offering the courses required from their departments. This is agreed upon as a first step in the process so that these departments fully acknowledge their commitment and responsibility.

Below is a summary of the curriculum approval process.

- Step 1: Advisory Committee Approval: The curriculum and its revisions are developed and approved with the appropriate Advisory Committee typically composed of faculty from the participating departments. Graduate Coordinators or participating faculty should provide academic departments with information regarding these courses as part of an informational process, but the final approval is determined by the Advisory Committee.
- Step 2: College Curriculum Committee: The curriculum and/or its revisions are then forwarded to the appropriate college curriculum committee based on the program's academic home. Typically, a program's academic home is the academic department of the Graduate Coordinator. The college curriculum committee is aligned with this academic home.
- Step 3: The college curriculum committee forwards the proposals on to the Council on Graduate Studies.

A program seeking approval of a course prefix aligned with the degree program instead of the standard department prefix, such as GER for Gerontology, would seek approval in the same way: Advisory Board, College Curriculum Committee, and CGS.