The academic program of the School of Public and Environmental Affairs (SPEA) is at the heart of its mission. The development and management of the curriculum is fundamental to a vibrant and effective academic program. The procedures involved in curriculum development and management are the building blocks of the academic program.

Two essential components of SPEA’s curriculum development and management process are the Council of Administrators and the Academic Council. The Council of Administrators discusses, debates, and decides all matters of an administrative nature, including the review of curricular proposals. The Council of Administrators evaluates proposals with regard to their potential for meeting demonstrated student needs, their academic quality, resource availability, and their effectiveness. When the Council of Administrators approves curricular proposals, it forwards them to the Academic Council for its consideration, usually via the “Consent Docket.”

The legislative body of SPEA is the Academic Council. It authorizes all curriculum changes, additions, and deletions for all campuses.

Some curriculum developments are internal to the School of Public and Environmental Affairs and do not require further review by bodies external to the School. These include changes in core requirements, majors, minors, or concentration requirements; combined, dual, or joint degrees that involve existing degrees; and certificates issued by the School rather than by the University (certificates not appearing on student transcripts). It is the School’s procedure to notify the University of these developments as points of information.

Other curriculum developments require review and approval by various University groups (coordinated by the Dean of Faculties Office at IUPUI) and are subject to remonstrances from other academic units. These include proposals for new courses, changes in existing courses, and the discontinuation of courses. Also requiring University-level reviews and approvals are new degrees (including new majors, new concentrations and new minors) and new certificates that appear on student transcripts. Certificate programs requiring more than 30 hours of course work and all new degree programs must be reviewed and approved by the Indiana Commission on Higher Education.

It is important that all curricular proposals be fully and completely developed to insure that internal reviews are timely and comprehensive. This will also avoid delays at the University level for those proposals that require review and approval by units external to the School. The following describes the School of Public and Environmental Affairs process for curricular proposals.

**General Procedures**

Any faculty member or campus may initiate a curricular proposal. Unless it is otherwise noted on the proposal, it will be assumed the proposal is intended for University-wide approval.[1] The curricular proposal is submitted to the appropriate Campus Curricular Committee(s).[2]
Following review by the Campus Curricular Committee(s), the proposal will be discussed, debated, and decided by the faculty on the campus of origination and, where appropriate, by the faculty on the other SPEA campuses. It then will be discussed, debated, and decided by the Council of Administrators.

Generally, the review of curricular proposals will follow these steps:

1. The faculty member submits a curricular proposal to their campus dean or their designee.
2. The campus dean submits the proposal to the chair(s) of the affected campus curricular committee(s). The campus dean also notifies the Associate Dean for Academic and Fiscal Affairs of the pending proposal.
3. After approval by the campus curricular committee(s), the chairperson of the curricular committee(s) notifies her/his respective campus dean/director. The proposal is then presented to the campus faculty for their consideration.
4. The campus dean/director notifies the Associate Dean for Academic and Fiscal Affairs of the approved curricular action. The Associate Dean notifies the other campus deans of the curricular proposal. Each campus dean decides whether the proposal should be considered by her/his campus's curricular committee(s) and/or faculty as a whole.
5. Approved curricular proposals are sent (electronically) to the Associate Dean for Academic and Fiscal Affairs (SPEA 300, IUB) along with (an electronic copy of) all supporting documentation. These proposals are forwarded to the Assistant to the Dean, who carries out a preliminary technical review and, if appropriate, reserves a course number with University Student Systems Services. After this review proposals are returned to the Associate Dean for Academic and Fiscal Affairs for assessment and added to the agenda of the Council of Administrators or the Policy Committee.
6. The Council of Administrators discusses, debates, and recommends for approval all curricular proposals. If the Council fails to move forward a proposal, it returns the proposal to the Associate Dean for Academic and Fiscal Affairs who, in turn, returns the proposal to the campus dean for further action.
7. A proposal approved by the Council of Administrators is presented electronically to the Academic Council. The Academic Council votes electronically on the proposal by “consent docket.” Items will be considered adopted if a majority of those voting approve. Extraordinary matters, or those that cannot be solved by the Academic Council “consent docket,” will be debated when the Academic Council schedules its annual meeting.
8. Following approval by the SPEA Academic Council, the proposals requiring University-level approval are prepared for submission to the Dean of Faculties Office at IUPUI. Where such approval is not required, a copy of the approved curricular decision is forwarded to the Dean of Faculties Office at IUPUI as a point of information.

Specific Guidelines and Procedures

A. New Course Development and Course Change Requests

All proposals for new courses, changes in existing courses (changes in name, number, description, prerequisites, number of credits, cross-listings, etc.) or discontinuation of existing courses must be reviewed by appropriate units internal to the School before being submitted to the University for final processing.

Guidelines for Preparing and Examining Course Proposals
- The initiator of the request prepares an **SPEA internal course proposal form**.
- If it is not a University-wide proposal, the internal form must specify the campus or campuses where the course is listed or to be listed in the case of new courses.
- The proposed course title should be clear and brief.
- Begin the course description by listing any prerequisites (limit of 4). The course description must clearly describe the content and/or approach of the course and cannot exceed **50 words**. The description must be written in language appropriate for the SPEA Undergraduate or Graduate Bulletin.
- If an undergraduate course carries graduate credit, indicate this information on the internal form.
- A syllabus **must** be included with all new course requests. The syllabus should provide a clear indication of what will be covered and how it will be covered. Reading assignments, course requirements, and evaluation procedures must be clearly spelled out and be appropriate to the course level. Textbooks and the bibliography should reflect the current state of research in the field. The course, content, level, and assignments should fit its intended role in the curriculum.
- If there is significant overlap between the proposed course and courses offered by other departments or schools, the overlap should be discussed and resolved with the other department/school. As per the University New Course Request form, if the “course overlaps with any existing courses, explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.” It is important to append a listing of departments/schools that were consulted and a copy of their statement(s) on the curriculum matter.

**B. Proposals Concerning Degree Requirements**

Proposals that affect requirements for existing degrees – core courses; majors, minors, and/or concentration areas and courses associated with each; dual degrees; and joint degrees with other academic units – do not require review and approval beyond the School itself. The University is informed of these developments as points of information.

In each case, the proposal must specify what is being proposed, the campus or campuses involved, why the proposal is needed, the resources that will be required to carry it out, the resources that are available to do so, and impact on other programs, if relevant. If the proposal involves a cooperative arrangement with other academic units (as in the case of Dual/Joint degrees), there must be evidence that the other unit(s) support(s) the proposal.

- **Core Requirements.** Proposals to change core requirements for an existing degree may affect all campuses where that degree is awarded. These proposals must therefore allow for sufficient time for faculty on all campuses to undertake a full review of the proposed changes.
- **Majors, Minors and/or Concentration.** The development of majors, minors, and/or concentration areas for existing degrees is designed to allow each campus to tailor programs to its particular needs and mission. Proposals to discontinue or develop new majors, minors and/or concentration areas, or to change the course requirements for each therefore will typically emerge from a given campus.
- **Combined Degrees.** Combined degrees allow students to complete two degrees where one degree is at a higher level than the other, e.g., B.S. and M.S.E.S.
• **Dual/Joint Degrees.** Dual or Joint degrees allow students to complete two degrees at the same level, e.g., MPA-MSES, MHA-MBA. The School has developed a template for the development of these degrees.

**C. Certificate Programs**

Certificates may be awarded by the School or by the University. School certificates do not require approval beyond the School’s Academic Council. The Academic Officers Committee and the Board of Trustees of Indiana University must approve University certificates requiring less than 30 hours of coursework. Only University certificates appear on student transcripts. Guidelines for Indiana University Certificate Programs and the formal Indiana University Request for a New Certificate Program are available from the Associate Dean for Academic Affairs. All certificate proposals, whether School or University certificates, must follow these guidelines and application format.

University certificates requiring more are 30 hours of coursework must be approved by the Indiana Commission on Higher Education. Proposals for these latter types of Certificates require additional documentation and consultation.

**D. New Degrees**

All proposals for new degrees must be reviewed and approved by Indiana University and the Indiana Commission on Higher Education. The latter sets stringent requirements for the approval of new degrees, specifies issues and criteria that must be addressed, and identifies documentation that must be provided. Copies of these guidelines are available upon request.

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[1] If the proposal is not intended for University-wide approval, it should specify for which campus or campuses it is designed.

[2] The Campus Curricular Committee nomenclature refers to more than a particular committee. It refers to the process by which curricular proposals are approved on a specific campus. The faculty on that campus along with the Campus Dean has responsibility for determining the approval process that best suits their campus. It is anticipated that the Campus Curricular Committee (process) will differ among SPEA campuses.

A few examples may help clarify the above. Please note the following are intended only as examples and not as the only procedural options available. Under one approach a campus may institute a separate curricular committee for undergraduate and graduate curricular proposals. Once a proposal is approved by either of the committees, it is forwarded to the campus faculty for its approval. At this point, the proposal is considered approved by the Campus Curricular Committee. Another approach may involve having the entire campus faculty serve as the committee. Therefore, once the entire faculty considers a curricular proposal and approves it, the proposal is considered approved by the Campus Curricular Committee. A third approach may involve creating a curricular committee which considers all curricular proposals. Once this committee approves the proposal, the proposal is considered approved by the Campus Curricular Committee, without having to go before the entire campus faculty for approval.

[3] Some of these steps may occur simultaneously.
[4] The designee may be a person, a committee, or the faculty as a whole on that campus.

[5] If Campus Curricular Committees have approved amendments that significantly alter the original proposal, the Associate Dean for Academic and Fiscal Affairs may send the amendments back to either the campus dean for consideration and approval by the appropriate bodies on that campus.

[6] Curriculum items appear on the Academic Council “consent docket” only after consideration and approval by the Council of Administrators (or Policy Committee). Voting closes two calendar weeks after the proposal is posted on the “consent docket.”