

Required Notifications and Approvals for Graduate Program/Curricula Changes

	SPH APC	Graduate School	CEPH Sensitive ¹
New degree proposals	Approval	Approval	Yes
Dual degree proposals, including dual bachelor's-graduate programs	Approval	Approval	Yes
New certificate program proposals	Approval	Approval	No
Substantial/major changes to graduate program content or curriculum, e.g. new concentration/track, credit hour revision, change in required courses, change that affects other departments ²	Approval	Approval	Yes
Minor changes to existing degree or certificate program requirements, e.g. changes to electives, renaming a track within a program ²	Notification	Notification	No
Course additions and changes at the graduate level that are not part of a new program proposal ³	Notification	Approval	No
Renaming a degree	Notification	Approval	No
Admission suspension or program discontinuations	Notification	Notification	Yes
Petitions to change approved substitutes for either the thesis or comprehensive exam requirements	Notification	Approval	No
GRE test score waivers for whole academic programs	Notification	Approval	No
Reclassification of a degree program ⁴	Notification	Approval	No

¹ The school must notify CEPH in writing before making any substantive change that affects its mission or degree offerings after accreditation has been awarded. A substantive change includes, but is not limited to, the following changes: a major change in the established mission or objectives of the accreditation unit; offering of a new degree; the addition or discontinuance or temporary suspension of an area of specialization; the offering of a degree program that differs substantially in method of delivery from those previously reviewed; the offering of a degree program at a site distant from the unit; a substantial increase or decrease in the length of a degree program; and the revision of basic requirements of any degrees as specified in the accreditation criteria. CEPH Accreditation Procedures (p.29) <http://ceph.org/assets/Procedures.pdf>

² Per Stephanie Schmidt, determining whether or not a change is “substantial” is often a judgement call between the program, the APC, and the Graduate School, i.e. there is no hard and fast definition of major vs. minor revisions. The Graduate School prefers to have a discussion or email exchange about any revisions to determine whether a more formal review and approval is necessary.

³ The Graduate School reviews and approves all course additions and changes at the graduate level through CRAS.

⁴ <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

Required Notifications and Approvals for Undergraduate Program/Curricula Changes

	SPH APC	Office of Undergraduate Curricula ⁵	CEPH Sensitive ⁶
New degree proposals ⁷	Approval	Notification/ Review	Yes
Dual degree proposals, including dual bachelor's-graduate programs	Approval	Notification/ Review	Yes
Substantial changes to undergraduate program content or curriculum, e.g. new concentration/track; credit hour revisions; change in required courses	Approval	Notification	Yes
Minor revisions to existing degree program requirements, e.g. changes to electives, renaming a track within a program	Notification	Notification	No
Course additions and changes at the undergraduate level not part of a new program proposal ⁸	Notification	Approval	No
Renaming a degree	Notification	Notification	No
Admission suspension or program discontinuations	Notification	Notification	Yes

⁵ It is important to notify the Office of Undergraduate Curricula of changes to ensure that necessary updates are made to the Undergraduate Bulletin/Catalog.

⁶ The school must notify CEPH in writing before making any substantive change that affects its mission or degree offerings after accreditation has been awarded. A substantive change includes, but is not limited to, the following changes: a major change in the established mission or objectives of the accreditation unit; offering of a new degree; the addition or discontinuance or temporary suspension of an area of specialization; the offering of a degree program that differs substantially in method of delivery from those previously reviewed; the offering of a degree program at a site distant from the unit; a substantial increase or decrease in the length of a degree program; and the revision of basic requirements of any degrees as specified in the accreditation criteria. CEPH Accreditation Procedures (p.29) <http://ceph.org/assets/Procedures.pdf>

⁷ Per Nick Siententop, new degree programs should be reviewed by the College of Arts and Sciences' Administrative Boards. The College's Boards will provide feedback, but they do not vote on or approve degree programs from professional schools.

⁸ The Office of Undergraduate Curricula reviews and approves all course additions and changes at the undergraduate level through CRAS.