Persons interested in introducing new curricular initiatives (other than new course or new core courses offerings) into the Creighton College of Arts and Sciences curriculum are asked to follow these instructions.

**Procedures for all initiatives**

1. Meet with the Dean of the College to discuss the nature of the initiative. If this is an interdisciplinary program, provide the Dean with a list of faculty from the College who could serve on a committee to examine the initiative. This committee must also include a student representative, designated by the President of Arts & Sciences Senate.

2. The Dean of the College appoints an *investigating committee*. (In the case of Majors and CoMajors this will be a committee will be drawn primarily from the sponsoring department). This committee is charged with:
   a. undertaking an investigation to see if there is sufficient need to proceed with said curricular initiative.
   b. Outlining the relative advantages/disadvantages for said curricular initiative
   c. communicating to the Dean the results of the investigation and a recommendation as to whether or not the College should proceed with said initiative and the rationale for its recommendation.

3. If the Dean determines there is sufficient merit to proceed, the Dean will appoint a *new initiative committee* (membership may include investigating committee members) to design a proposal by following the guidelines attached.

4. The Committee submits 3 copies of its proposal to the Dean of the College.

5. The Dean sends the committee's proposal to the Curriculum Committee for review.

6. The Curriculum Committee forwards its recommendation to the Dean*. The Dean may consult with the Executive Council about the proposed initiative.

7. The Dean renders a decision regarding the new initiative.

8. The Associate Dean initiates the College's approval process for any new courses to be included in the proposal. (Currently, this involves publishing any new courses that may be part of the proposal to the as-faculty listserv for 30-day approval.)

9. The program director or department chair works with the Associate Dean to facilitate promulgation of the program in the next Bulletin and Schedule of courses.

*If the Curriculum Committee suggests a conditional acceptance, it communicates the conditions to the Chair of the proposal committee through the Associate Dean.
The Proposal

The proposal submitted to the Dean of the College should include the following:

1. Title of curricular initiative, e.g. Women Studies Program; Comajor in Health Administration Policy;

2. Introduction: describe any history or circumstances that led to the development of the curricular initiative.

3. Rationale: Discuss the purpose or value of the initiative; the "market" for it among our students; the reason it can not be accomplished through our existing curricular programs.

4. Objectives: Define curricular objectives to be met by the initiative.

5. Program: Describe the program itself, including pre-requisite courses, required courses, and, if applicable, support courses. Clearly specify different fields, tracks, or specializations within the program and their rationale. **

6. Administration: List and describe key roles in the administration of the initiative, e.g. director, program faculty, advisory board.

7. Additional Personnel: Discuss whether and how existing faculty will be utilized to met the curricular demands. Include projected needs for additional faculty.

8. Resources: Include a projected budget that outlines any resources, over and above faculty, which such a program may need.

9. References or bibliography (if appropriate)

10. Addendum: attach any additional information addressing the need for the curricular initiative proposed.

**Note: If your program includes a major or comajor, please follow the requirements established by the College that are recorded in the Undergraduate Bulletin (on approximately page 92 and page 101)

Major: A minimum of 18 semester hours; in addition a support area of a minimum of 12 hours in one or more fields allied to the major.

Co major: minimum of 24 hrs; no more than six credit hours counted toward the major may be applied to the requirements of the co-major