Urban Studies Curriculum Committee (CC), 2015-16
9 Nov 2015

Charge

1. Review undergraduate students’ petitions for course substitutions and independent study courses.
2. Review faculty proposals for new courses or course revisions.
3. Review proposed changes to program curricula; propose curricular changes, as needed, with the relevant members of the faculty.

Processes

1. Student petitions
   a. Students present their requests in writing to the Program Administrator, who has authority to turn down requests that have been declined in the past with a finding to “Consider this a precedent.”
   b. The Program Administrator refers all other requests to the CC chair, who confers with the most relevant faculty:
      i. the (or a) usual instructor of the course(s) for which the student wishes to substitute another course; and
      ii. the usual instructor(s) of any course in Urban Studies programs that lists the affected course as a prerequisite; or
      iii. in the case of a petition for independently supervised credits, the faculty member with whom the student wishes to pursue independent research, internship, or community service for credit.
   c. The CC chair drafts a response to the student request and sends it to all voting faculty and the undergraduate advisor in the US Program, asking for any comments or additional information.
   d. After considering any comments received, the CC chair instructs the Program Administrator, any directly-involved faculty member, and (if relevant) the Urban Studies undergraduate advisor of the decision; the Program Administrator will reply to the student. In some cases, the CC Chair will let the Program Administrator know whether the case should be set standard precedent for similar cases (e.g., substituting a particular course for a particular course).
   e. In situations that appear to signal ongoing issues with the curriculum, the CC chair will confer with the CC and likely raise the issue before the faculty as a whole.

2. New courses
   a. The Program Administrator and CC chair review the new-course form for completeness and reasonableness.
   b. The CC confers regarding its coherence with the curriculum and its learning objectives’ contributions to the degree program’s learning objectives.
   c. If things need to be added or clarified, the CC chair confers with the faculty member proposing the course.
   d. The CC chair confers with the Director.
   e. The CC brings the proposal to the faculty as a whole, with a recommendation, for a faculty vote.
3. **Course modifications (credits, learning objectives, major requirements, format (in-class, hybrid, online), prerequisites)**
   a. The Program Administrator and CC chair review the course-change form for completeness and justification.
   b. The CC confers regarding its coherence with the curriculum and its learning objectives’ contributions to the degree program’s learning objectives.
   c. If things need to be added or clarified, the CC chair confers with the faculty member proposing the course.
   d. The CC chair confers with the Director.
   e. The CC brings the proposal to the faculty as a whole, with a recommendation, for a faculty vote.

4. **Curricular changes**
   a. Curricular changes (in the sequencing, prerequisite structure, required courses, and other changes to a curriculum) and new curricula (e.g., a new minor, major, or concentration) are usually instigated by the faculty members most closely affiliated with a curriculum, and would be discussed by the faculty as a whole before being submitted with the appropriate form to the CC. Then, the CC and faculty will pursue a process much like new courses (2.a-e, above).
   b. The CC may approach the faculty with a request that the faculty review a particular curriculum for possible changes in response to identified needs.