

EDUCATIONAL POLICIES COMMITTEE MANUAL

(11-12-76; rev. 9-29-88; 6-02 and 5-09-08)

CURRICULUM CHANGES

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A. Faculty Approval of Curriculum and Degree Requirements.

1. All curricula and degree requirements shall be approved by the faculty [Faculty Constitution, Article III, Section 2,c].
 - a. The term "curricula" includes all courses offered for credit at Pacific Lutheran University, including workshops and graduate courses, as well as those in summer school and continuing education.
 - b. The term "degree requirements" includes all undergraduate and graduate requirements of a department, division, or school for successful completion of its programs or as prerequisites to a student's graduation with a major in that department or school. (Examples of degree requirements include: the number of courses or credit hours required for a major or minor; comprehensive area examinations, oral or written; research or thesis; recitals, exhibitions, or contests; foreign language; or courses to be taken in other departments in support of a program or concentration in the major department.)
 - c. All faculty legislation substantively affecting general university requirements or the degree requirements of a department, division, or school shall carry with it an effective date.
2. All regular courses, including experimental courses which meet a general university requirement (GUR), shall be placed on the EPC 30-Day Notice of Curriculum Changes and receive faculty approval before inclusion in class schedules or university catalogs.
3. An experimental course which does not meet a general university requirement may be offered twice within five years without faculty approval. These courses shall be appropriately designated in the class schedule in the comments section. Before inclusion in the class schedule, the course title, number, course description, and credit hours shall be filed with the EPC. The EPC shall inform the faculty of experimental courses which do not meet a general university requirement by placement under the "For Information Only" section of the EPC 30-Day Notice of Curriculum Changes. The non-GUR experimental course may use the special topics rubrics approved in the department
4. Experimental course which carries a general university requirement may be offered twice within five years and then must seek permanent status to be reoffered. These courses shall be appropriately designated in the class schedule. The course will be placed on the 30-Day Curriculum of Change Notice for faculty approval prior to inclusion in the class schedule.
5. Experimental courses are listed in the class schedules and the Office of the Registrar website only. If an experimental course attains permanent status, the course is then listed in the university catalog.

B. Policies for Open Topic Courses.

These policies approved by the Educational Policies Committee replace the previous Guidelines for Open Topic Courses. These policies are presented in four parts:

Policy for Courses Designed for Individual Students;

Policy for Internships;

Policy for Capstone Courses that Fulfill the Senior Seminar/Project General University Requirement; and

Policy for Special Topics Courses.

These policies define the purpose and instructional mode for the open topic courses that follow. Common course numbers, titles, and credits are defined also. These common course numbers, titles, and credits (in boldface) will be listed in the *PLU Catalog*. Common title designations to be included on term-based student records are defined as well.

Policy for Courses Designed for Individual Students

Academic units may add any of the following courses designed for individual students to the curriculum without approval by the Educational Policies Committee.

Note: When an instructor agrees to offer a course available in the regular curriculum to a student on an individual basis, 291, Directed Studies; 491, Independent Studies; and 591, Independent Studies may not be used. Instead, the regular course number, title, and credits will be recorded. The common title designation on term-based records will be listed as IS for independently studied.

291 Directed Studies (1-4) may be repeated for credit.

Purpose: to provide individual undergraduate students with introductory study not available in the regular curriculum.

Instructional Mode: tutorial or close supervision of individual students.

Term-based Title: The title will be listed on student term-based records as DS: followed by the specific title designated by the student.

491 Independent Studies (1-4) may be repeated for credit.

Purpose: to provide individual undergraduate students with advanced study not available in the regular curriculum.

Instructional Mode: advanced tutorial or guidance for individual students.

Term-based Title: The title will be listed on student term-based records as IS: followed by the specific title designated by the student.

591 Independent Studies (1-4) may be repeated for credit.

Purpose: to provide individual graduate students graduate-level study not available in the regular curriculum.

Instructional Mode: graduate-level tutorial or guidance for individual students.

Term-based Title: The title will be listed on student term-based records as IS: followed by the specific title designated by the student.

598 Non-thesis Research Project (1-4) may be repeated for credit.

Purpose: to provide graduate students with graduate-level non-thesis research opportunities.

Instructional Mode: graduate-level tutorial or guidance for individual students.

Term-based Title: The title will be listed on student term-based records as Project: followed by the specific title designated by the student.

598 Thesis (1-4) may be repeated for credit.

Purpose: to permit graduate students to demonstrate their ability to do independent research.

Instructional Mode: advising and evaluating research and writing for individual students.

Term-based Title: The title will be listed on student term-based records as Thesis: followed by the specific title designated by the student.

Policy for Internships

Academic units may add any of the following internship courses to the curriculum without approval by the Educational Policies Committee.

Academic units that offer no more than one internship course at the undergraduate level and no more than one internship course at the graduate level must use the following common course numbers, titles, and credits, as defined by this policy. These common course numbers, titles, and credits will be listed in the *PLU Catalog*. Common title designation, to be included on term-based records, is also defined.

495 Internship (1-12) may be repeated for credit.

Purpose: to permit undergraduate students to relate theory and practice in a work situation.

Instructional Mode: individual supervision of work activity. The student, work supervisor, and instructor obligations, as well as course content, are stipulated in writing before the start of the internship.

Term-base Title: The title will be listed on student term-based records as Intern: followed by the specific title designated by the instructor in consultation with the student.

595 Internship (1-12) may be repeated for credit.

Purpose: to permit graduate students to relate theory and practice in a work situation.

Instructional Mode: individual supervision of work activity. The student, work supervisor, and instructor obligations, as well as course content, are stipulated in writing before the start of the internship.

Term-based Title: The title will be listed on student term-based records as Intern: followed by the specific title designated by the instructor in consultation with the student.

Policy for Capstone Courses that Fulfill the Senior Seminar/Project General University Requirement

Senior Seminar/Project

(2-4 hours as designated by the academic unit of the student's major)

A substantial project, paper, practicum, or internship that culminates and advances the program of an academic major. The end product must be presented to an open audience and critically evaluated by faculty in the student's field. (*FA 5-8-92*)

Academic units may add this commonly numbered capstone course to the curriculum through the usual course approval process.

Academic units that meet the Senior Seminar/Project General University Requirement through the offering of one specific course must use the following course number, title, and credits, as defined by this policy. This common course number, title, and credits will be listed in the *PLU Catalog*. Common title designation, to be included on term-based records, is also defined.

499 Capstone (1-4) may be repeated for credit.

Purpose: to enable senior students in an academic unit to share their work and receive group criticism.

Instructional Mode: primarily presentation and critique of student papers and/or projects. The instructor customarily directs discussion, advises, and/or evaluates projects, but may also present additional material.

Term-based Title: The title will be listed on student term-based records as Capstone: and may be followed by a specific title designated by the academic unit.

Policy for Special Topics Courses

Academic units may add any of the **special topic** courses listed below to the curriculum by memo to the Educational Policies Committee. A special topic course, however, may not carry a general university requirement unless approved through the usual course approval process and the use of the EPC Proposal Form. Once the special topic course number has been activated, it will appear in the university catalog.

After activation of the **special topic course number**, an academic unit may offer any specific topic which does not carry a **general university requirement** under the special topics rubric without Educational Policies Committee approval, as long as the same specific topic is not offered more often than twice within five years **under any special topic course number**. However, academic units must notify the Registrar's Office of the specific title, credit, and course description by memo as part of the class schedule preparation process.

If a department wishes to offer a **special topic** again after the second time within five years, then a separate course must be approved through the usual course approval process as an experimental or regular course.

Any **special topic** which is to carry a general university requirement not already approved for the special topic rubric must submit an EPC an EPC Proposal Form prior to the offering of the topic

If a **special topic** is to carry any diversity of perspectives (alternative or cross-cultural) requirements, an EPC Proposal Form must be submitted, along with syllabus, prior to offering the topic.

287, 288, 289 Special Topics (1-4) may be repeated for credit.

Purpose: to provide undergraduate students with new, one-time, and developing courses not yet available in the regular curriculum.

Instructional Mode: classroom instruction and interaction.

Term-based Title: The title will be listed on the student term-based records as ST: followed by the specific title designated by the academic unit.

387, 388, 389 Special Topics (1-4) may be repeated for credit.

Purpose: to provide undergraduate students with new, one-time, and developing courses not yet available in the regular curriculum.

Instructional Mode: classroom instruction and interaction.

Term-based Title: The title will be listed on the student term-based records as ST: followed by the specific title designated by the academic unit.

487, 488, 489 Special Topics (1-4) may be repeated for credit.

Purpose: to provide undergraduate students with new, one-time, and developing courses not yet available in the regular curriculum.

Instructional Mode: classroom instruction and interaction.

Term-based Title: The title will be listed on student term-based records as ST: followed by the specific title designated by the academic unit.

587, 588, 589 Special Topics (1-4) may be repeated for credit.

Purpose: to provide graduate students with new, one-time, and developing courses not yet available in the regular curriculum.

Instructional Mode: classroom instruction and interaction.

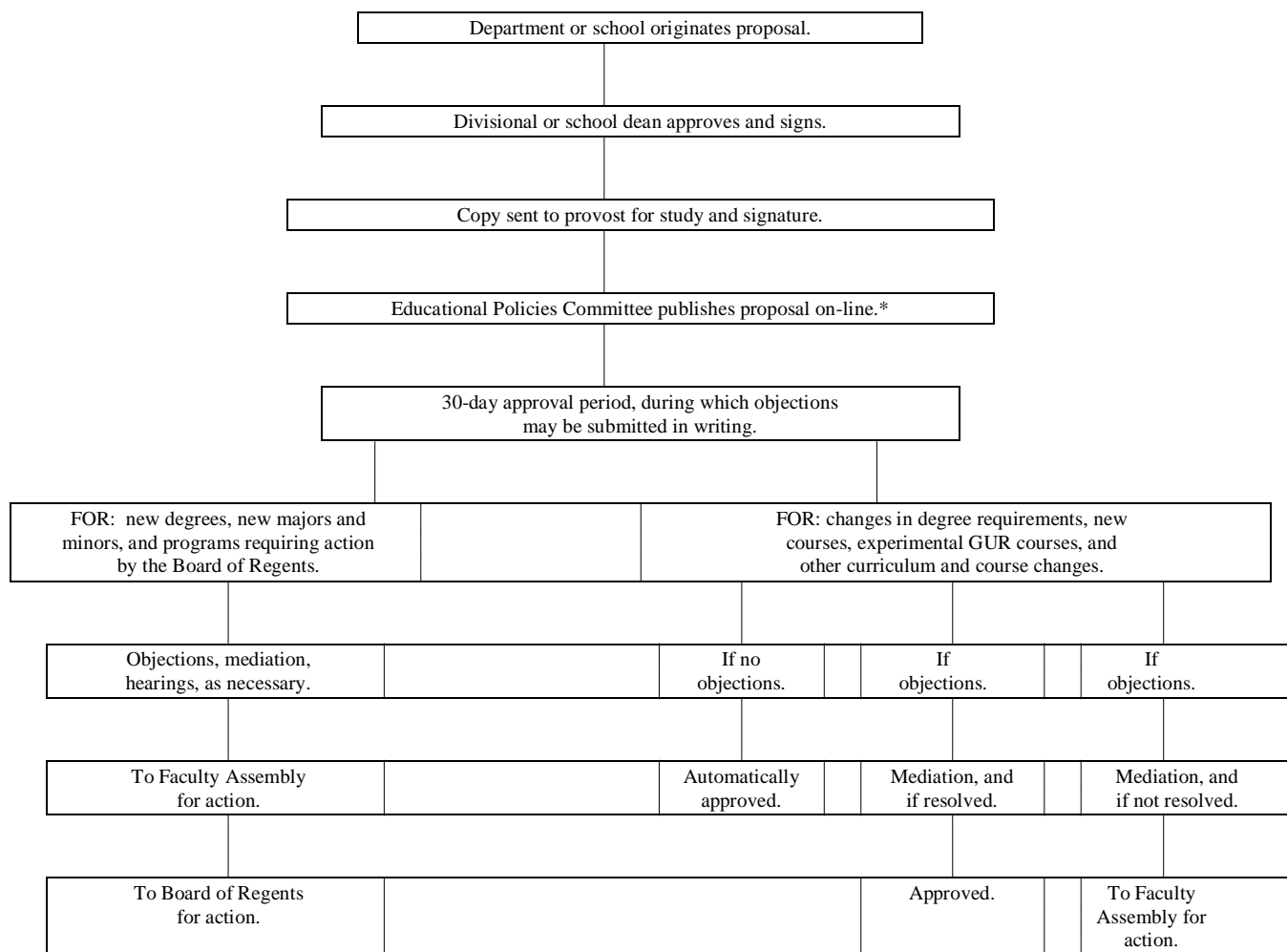
Term-based Title: The title will be listed on student term-based records as ST: followed by the specific title designated by the academic unit.

C. Procedures Governing Revision of Curriculum and Degree Requirements.

1. Each proposed change in curriculum and in degree requirements shall be discussed and approved by the department or school of origin. The head of the department or school shall sign the proposal as evidence of such approval and submit it, where appropriate, to the divisional or school dean.

2. Approval by the divisional or school dean shall be given in accordance with established procedures of the respective division or school. The divisional or school dean shall sign the proposal as evidence of such approval. The department or school originating the proposal shall forward **one copy** with the required signatures to the provost for signature, along with an electronic copy of the proposal.
3. The provost shall, if necessary, submit the proposal to a cost analysis committee and relay it with appropriate comment to the EPC for its review.
4. Course numbers, titles, descriptions of proposed curricular changes, credit hours, and appropriate synopses of proposed degree requirement changes shall be published by the EPC **on the 30-day Notice of Curriculum Changes** and sent **via email** to all faculty members. Complete copies of proposals are available to deans and chairs **on-line in the EPC section of the Provost Sakai, <https://sakai.plu.edu/portal/> (Office of the Provost>Resources>EPC).**
5. Faculty members objecting to a particular proposal must express their objections in writing to the EPC **chair and members** within **30-day period which begins with the date listed on the “Notice of Curriculum Changes” distributed by the committee.** Objections received within this 30-day period will suspend approval, pending resolution of the objections. In the event a dispute cannot be resolved, the committee will make its recommendation to the faculty for its action at the next regular faculty meeting.
6. Proposals for new degrees, new majors, and programs which require action by the Board of Regents shall follow the procedure described above. In addition, the EPC shall present such proposals to the faculty, which will decide whether to recommend them to the Board of Regents.

D. Flowchart of Usual Procedure for Curriculum Revision



- * An experimental course that does not meet a general university requirement may be offered twice without faculty approval. Information must be filed with EPC for publication.

E. Format for Preparing Proposals.

1. Proposals shall consist of (1) a discussion of the desired change, (2) a completed Proposal Evaluation Form, with the exceptions noted below, and (3) an abstract for distribution.
 - a. Proposals shall be formulated carefully, and inherent problems shall be carefully addressed. This is particularly important in the case of major curricular revisions. In all proposals brought to the committee the following categories shall be discussed:
 - 1) Philosophic: Relationship of the proposal to the university's objectives and operational policies. (Comparison with other appropriate private institutions is helpful.)
 - 2) Strategic: Justification of the proposal in relationship to national, regional, and state certifying bodies and to widespread educational, political, social, economic, and aesthetic trends.
 - 3) Demographic: Effect of the proposal on patterns of enrollment in departments, divisions, schools, and the university.
 - 4) Economic: Thorough analysis and projection of costs--especially in instruction, materials, and time--and of the economic effect on the department, division, or school sponsoring the proposal.
 - b. A Proposal Evaluation Form shall be completed and attached [procure up-to-date form at <http://www.plu.edu/~provost/doc/epc-proposal-6.doc>]
 - c. An abstract of the proposal, including the course number, title, credit hours, and catalog description shall be prepared for distribution to the faculty.
2. The only proposals for revision of curriculum which do not have to be submitted in the format described above are those for:
 - a. Experimental courses not intended to meet a general university core requirement. (The course number, title, credit value, and catalog description of such courses must be filed with the EPC before they may be included in the class schedule.)
 - a. Non-substantive changes, i.e., insignificant changes in course numbers, titles, or catalog descriptions, and course deletions. In case of any questions, the EPC will determine whether a proposed change is substantive or non-substantive.