



CLASS College Policy: Budget Review of New Curricular Options
May 22 2012

In order to comply with the Provost's Memorandum (November 21, 2011), entitled "Ending the Moratorium; Establishment of College Processes for New Majors, Minors, Options, Certificates, Credentials, Single Subject Matter Preparation Programs, and Courses", the College of Letters, Arts, and Social Sciences establishes the following process for budgetary review of new curricular options that fall into the following categories: Majors, Minors, Options, Certificates, Single-Subject Preparation Programs, Credentials.

Prior to submitting a proposal for a new program listed above, the program or curriculum must be evaluated to ensure that it complies with the requirement that the program be budget-neutral at inception, and become budget-positive within three years. In order to do so, the Department should submit a narrative and supporting information on the following topics:

1. Information on the past three years SFR target of the department as compared with the Academic Affairs Funding Model.
2. Projections and rationale that show that the new program will positively affect the SFR of the department, and that the new program will exceed the SFR target within three years. New programs that do not meet this requirement are subject to closure.
3. Information on any new costs that may be anticipated for the program (staff, equipment, space, etc.)
4. Other information that may affect the budget status of the proposed program, such as external funding.

Materials to be submitted to the Associate Dean for curriculum, who will coordinate the Dean's review; following Dean's approval of the financial issues, the proposal may be submitted to the Curriculum Committee of the College.

Approved by the CLASS Council, May 22, 2012

Kathleen Rountree, Dean