

College of Arts and Sciences
Protocols for Creating New Units
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Table of Contents

- I. Establishing a new department or curriculum
- II. Establishing an undergraduate degree program
- III. Establishing a minor
- IV. Establishing a graduate degree program
- V. Establishing a graduate certificate program (undergraduate certificates do not exist in the College of Arts and Sciences)
- VI. Changing the name of a department or curriculum
- VII. Changing the name or title of an existing degree program
- VIII. Discontinuing an undergraduate degree program
- IX. Discontinuing a graduate degree program
- X. Discontinuing a department or curriculum

- I. **Establishing a new department or curriculum.** (Note that the procedure described here applies to those cases where two academic units are merged to create a distinctly new one. The process for establishing a new degree program—described in section II of this document—differs from that used to establish a new department or curriculum.)
- 1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain authorization to initiate a change.
 - 2. Write a letter containing the formal request to the Associate Dean for Undergraduate Curricula, during the curriculum change process (September 15 and January 15 deadlines). The request will follow the same process of review (in the divisions and by the Subcommittee for General Education) as other curricular matters;
 - 3. Administrative Boards consider proposal. If approved, the following offices are notified by the Office of Undergraduate Education to make the change with an effective date:
 - a. Department or curriculum (to change telephone directory, departmental materials, undergraduate bulletin, graduate record, mail service, and the Office of Sponsored Research (if appropriate), ITS, etc.)
 - b. Dean's office (to complete the Department Update Form located in the University's Organizational File http://www.unc.edu/inst_res/org_file/), and for press release, notify OASIS, etc.)
 - c. Graduate School
 - d. Registrar
 - e. Provost (Institutional Research, etc.)
 - f. General Administration
- II. **Establishing an undergraduate degree program.** Note that this requires authorization or action beyond the campus level which generally takes from 6-9 months, although it can last for more than one year. Only departments and curricula can offer degrees, so this process may be concurrent with the creation of a new curriculum or department (see above).
- 1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain authorization to seek approval.

2. Submit a formal request to Associate Dean for Undergraduate Curricula. The request should follow the format of the instructions described in [“Proposal for a New Degree Program”](#).
3. Administrative Boards consider proposal. Their review will center on the general parameters of the proposal, looking for duplication and overlap with other degrees and/or tracks within degrees and consistency with other majors in terms of requirements, pre-requisites, and courses. The length of time between beginning the GA process and final approval can be extensive and so the proposal returns to the Administrative Boards (see #7 below) for final approval before the degree can be offered. If approved, authorization will be provided to individual/department/curriculum to continue with GA process. See attached sample letter, appendix.
4. Submit “Notification of Intent to Plan a New Undergraduate, Master’s, or C.A.S. Program” with Provost’s approval to the UNC system’s General Administration (<http://www.northcarolina.edu/content.php/aa/planning/newDegreePrograms.htm> Appendix A); 3-6 months required.
5. Submit “Request for authorization to establish a new degree program” with Chancellor’s approval to the UNC system’s General Administration. (<http://www.northcarolina.edu/content.php/aa/planning/newDegreePrograms.htm> Appendix C); 3-6 months required.
6. Once the “Request for Authorization to Establish a New Degree Program” has been approved by the UNC system’s General Administration, the proposal **returns** to the same process of review (in the divisions and by the Subcommittee for General Education) as other curricular matters during the curriculum change process (September 15 and January 15).
7. Administrative Boards consider proposal for specific degree requirements. This review will be very specific concerning requirements, pre-requisites, and courses. Proposals for new courses, revisions of existing courses, etc. will be considered at this time. If approved, the following offices are notified by the Office of Undergraduate Education to make the change with an effective date:
 - a. Department or curriculum (to change telephone directory, departmental materials, undergraduate bulletin, graduate record, mail service, and the Office of Sponsored Research (if appropriate), ITS, etc.)
 - b. Dean’s office (to complete the Department Update Form located in the University's Organizational File http://www.unc.edu/inst_res/org_file/), and for press release, notify OASIS, etc.)
 - c. Academic Advising Program (to amend form used to declare majors and minors)
 - d. Graduate School
 - e. Registrar
 - f. Provost (Institutional Research, etc.)
 - g. General Administration

III. **Establishing a minor (or a concentration within an existing major)**

1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain support to seek approval.
2. Write a letter containing all requirements and parameters (see appendix for definition and guidelines) to the Associate Dean for Undergraduate Curricula, during curriculum change process (September 15 and January 15 deadlines). The request will follow the same process of review (in the divisions and by the Subcommittee for General Education) as other curricular matters;
3. Administrative Boards consider proposal.

4. If approved, the following offices are notified by the Office of Undergraduate Education to make the change with an effective date:
 - a. Department or curriculum (to change, departmental materials, website, undergraduate bulletin, etc.)
 - b. Registrar
 - c. Academic Advising Program (to amend form used to declare majors and minors)
- IV. Establishing a graduate degree program (requires authorization or action beyond the campus level, where 6-9 months is usually required. The entire process can take as long as two years). Note: only departments and curricula can offer degrees, so this process may be concurrent with creating a curriculum or department (see above).
1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain authorization to seek approval.
 2. Follow the process outlined by the Graduate School, located at <http://gradschool.unc.edu/academic/newdegree/>, and in particular the PDF document, Developing New Graduate Degree Programs at UNC Chapel Hill at <http://gradschool.unc.edu/pdf/newdegreeprogram.pdf>
- V. **Establishing a graduate certificate program.** Note that undergraduate certificates do not exist in the College of Arts and Sciences.
1. Follow the guidelines established by the Graduate School, at <http://gradschool.unc.edu/academic/certificates.html>, paying particular attention to the PDF document, Guidelines for Certificate Degree Programs, at <http://gradschool.unc.edu/pdf/FINAL%20Guidelines%20for%20Certificate%20Programs.pdf>
 2. The Graduate School and Office of the Provost must approve all certificate programs.
- VI. **Changing the name of a department or curriculum.**
1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain authorization to make a change.
 2. Write a letter containing the formal request to the Associate Dean for Undergraduate Curricula, during curriculum change process (September 15 and January 15 deadlines). The request will follow the same process of review (in the divisions and by the Subcommittee for General Education) as other curricular matters;
 3. Administrative Boards consider proposal. If approved, the Office of Undergraduate Education will notify the following offices to make the change with an effective date:
 - a. Department or curriculum (to change telephone directory, departmental materials, undergraduate bulletin, graduate record, mail service, and the Office of Sponsored Research (if appropriate), ITS, etc.)
 - b. Dean's office (to complete the Department Update Form located in the University's Organizational File http://www.unc.edu/inst_res/org_file/), and for press release, notify OASIS, etc.)
 - c. Graduate School
 - d. Registrar
 - e. Provost (Institutional Research, etc.)
 - f. General Administration
- VII. **Changing the name or title of an existing degree program.** Note: this requires authorization or action beyond the campus level.

1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain authorization to seek approval.
2. Submit a formal request to Associate Dean for Undergraduate Curricula, during curriculum change process (September 15 and January 15). The request will follow the same process of review (in the divisions and by the Subcommittee for General Education) as other curricular matters;
3. Follow GA procedures:
<http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm>

VIII. Discontinuing an undergraduate degree program. Note: this requires authorization or action beyond the campus level.

1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean to obtain authorization to seek approval.
2. Submit a formal request to Associate Dean for Undergraduate Curricula, during curriculum change process (September 15 and January 15). The request will follow the same process of review (in the divisions and by the Subcommittee for General Education) as other curricular matters;
3. Administrative Boards consider proposal. If approved, the following offices are notified by the Office of Undergraduate Education to make the change with an effective date:
 - a. Department or curriculum (to change telephone directory, departmental materials, undergraduate bulletin, graduate record, mail service, and the Office of Sponsored Research (if appropriate), ITS, etc.)
 - b. Dean's office (for press release, etc.)
 - c. Academic Advising Program (to amend form used to declare majors and minors)
 - d. Graduate School
 - e. Registrar
 - f. Provost (Institutional Research, etc.)
4. Follow GA procedures:
<http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm>

IX. Discontinuing a graduate degree program. Note: This requires authorization or action beyond the campus level.

1. Confer with the Dean of the College of Arts and Sciences via relevant Senior Associate Dean for support.
2. Submit a formal request to the Graduate School.
3. Follow GA procedures:
<http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm>

X. Discontinuing a department or curriculum. This generally occurs with the merger of two units and therefore mainly consists of notification once the establishment of a new unit is completed.

1. If approved, the Dean's Office in the College of Arts and Sciences will complete the Department Update Form located in the University's Organizational File http://www.unc.edu/inst_res/org_file/), provide a press release (as appropriate) and notify OASIS, etc.).
2. The department or curriculum being terminated will be responsible for making changes in the telephone directory, undergraduate bulletin, graduate record, mail services, and the Office of Sponsored Research (if appropriate), ITS, etc. It will also remove materials from the website and notify the University webmaster to make changes on the official website.
3. The Dean's Office will notify the following offices to make the change with an effective date:

- a. Graduate School
- b. Registrar
- c. Provost (Institutional Research, etc.)
- d. General Administration