

GUIDELINES FOR ADDING PROGRAMS TO OR REMOVING PROGRAMS FROM APPROVED PROGRAMS LISTS

Any academic department or program wishing to add or remove a program from their Approved Programs list should follow the guidelines and process outlined below.

Note: OCSE strives to maintain an overall list of programs that is manageable from an advising and oversight perspective. With this in mind, the total number of programs approved by Skidmore should remain around 125. Students can petition for programs not on the approved programs list.

Adding an Existing Approved Program:

- There are two levels of Approved Programs lists: the Master Approved Programs list that includes all programs approved by Skidmore for all departments/programs and the Departmental Approved Programs lists that are separate lists that include programs approved specifically for a given major/minor.
- Students have access to all approved programs on the Master Approved Programs list; however, they are guaranteed credit in their major/minor only for programs that appear on their specific major/minor Departmental Approved Programs list.
- If a department/program wants to add to their separate list an approved program that already appears on the Master Approved Programs list, they may do so quite easily. Because these programs have already been thoroughly reviewed and approved by OCSE and ACOP, they do not require additional formal review.
- The chair/program director writes to the Director of OCSE and indicates they are interested in adding XXX program to their departmental list.
- OCSE then adds the program to the departmental list and reports the change to ACOP and CEPP through the ACOP annual report.

Adding a NEW Program:

- The academic department or program works with OCSE to determine in what ways the proposed off-campus program enhances the existing departmental Approved Programs list. For example, the off-campus program should offer distinct academic opportunities for our students or compliment departmental and programmatic curricula in a distinct way.
- Once the department/program determines that the off-campus program meets their goals for off-campus study, OCSE and the sponsoring department/program submit an Approved Program Proposal to ACOP.
- ACOP reviews the program proposal and considers the strengths of the proposal and the links to the curriculum.
- ACOP makes a final decision regarding approving the program.
- ACOP reports changes to the Approved Program list to CEPP through the ACOP annual report.
- In order to maintain an Approved Programs list that is manageable and allows for appropriate oversight, OCSE requests that departments/programs remove one program for every program they add.

Removing a Program:

- Either OCSE or the department/program can recommend that a program be removed from the Approved Programs list. Reasons for doing so could include lack of student interest/enrollments, significant program changes since being added to the Approved Programs list, lack of expected curricular fit, or poor evaluations from student evaluations or faculty/administrative reviews.
- Once it is determined that the program should be removed, OCSE submits a proposal to ACOP that outlines the reasons for removal.
- ACOP reviews the proposal and makes a final decision about removing the program.
- OCSE informs appropriate departments/programs and ACOP reports changes to the Approved Programs list to CEPP through the ACOP annual report.