LAFAYETTE COLLEGE

Frequently Asked Questions about Program Proposals
September 2018

In order for the Committee on Educational Policy to efficiently consider proposals for new programs or program changes, we require specific information on the form and accompanying documents. Proposals are often returned if information is missing or unclear. In order to minimize this extra labor for both the committee and the composers, we offer this list of frequently asked questions and ask that you read this document before submitting your proposal.

When submitting a request for changes any available information in the catalog will prepopulate and only changes need to be edited.

What should be included in the program description?
The information provided in the program description serves as the text portion of the program description for the catalog listing.

The Add Requirements tab allows the following information to be added:
- Degree Requirements Title: frequently blank but can be used to note whether the listing differentiates between an AB or BS degree or for a minor.
- The Add Requirements List section has the options listed below. The Note and Narrative sections can be used to add additional information.
    - Requirement Title: should be used to indicate the specific number of major courses and, when necessary, co-curricular courses required.
    - Add a Course: used to add a list of required courses, the Add Proposed New Course box can be used to add a course that is currently in the process of being approved.

What should be included in the program notes section?
This information would serve as a footer to the requirement section and list other notes that are relevant to the proposed requirements.

Is a rationale required?
Yes, this information can be added or listed in a separate document that can be attached to this section.

Each proposal should include a rationale for adding the program. It should also include additional information, such as the program Mission, Objectives, Learning Outcomes, etc. Additionally it should note other departments and programs that have been consulted during the development of the proposal.

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