Adopted Fall, 2016

Dean’s office responsibilities

1) The Dean is ultimately responsible to Boston University and NEASC, the regional accreditation body for the consistency of the academic standards of Sargent College with the rest of Boston University’s schools and colleges.
2) All official publications (paper and electronic) that emanate from Sargent College, including our section of the Boston University Bulletin, the annual Sargent Graduate Programs Booklet, the Sargent College website and ASC documents fall under the purview of the Dean’s office.
3) Through ex-officio memberships on the Undergraduate and Graduate Education committees, the Assistant Dean of Student Services and a representative from the Dean’s office will have thorough knowledge of all Sargent curricula.
4) Degree audit specifications and updates for the Link, University Information System and BU Registrar are coordinated by the Assistant Dean of Student Services and the Dean’s office.
5) A representative of the Dean’s office will be available in a timely manner to faculty advisors, program directors, and department chairs for consultation about any academic matters.
6) The Dean reserves the right to review and request revision of any policy or decision that has been made by an individual or department that would jeopardize the academic standards of the college or damage our reputation and standing in the Boston University community or beyond.

Curriculum policy: general guidelines

- All Sargent curricula have been designed and reviewed to uphold high standards of academic excellence and should be regarded as a formal agreement between the academic program and the students.
- The published curriculum at the time of matriculation represents an implicit contract with the entering student. While changes may need to be made due to unforeseen circumstances that affect our ability to deliver the academic program as originally promised, every effort should be made to adhere to the published curriculum.
- Faculty are encouraged to review program curricula regularly so that the course offerings are current, engaging and logically sequenced. Proposed changes to the curriculum can arrive from multiple sources including Boston University mandates, updates from professional accreditation bodies, faculty discussion, alumni advisory board suggestions, student concerns and other interested parties. Proposed curriculum changes must all follow this same process through approval and implementation regardless of their source.
- If a program offers a course that is required by other programs at Sargent, all changes including course time must be reviewed by the appropriate Education committee to ensure that all of our curricula can be delivered as promised. Any content changes in courses that affect other departments (for example, those that involve the core courses) must be approved by the appropriate Sargent committee.

Curriculum policy: update procedures

a) All program changes must be discussed and voted on in a departmental faculty meeting. A summary of the discussion and the vote should appear in the meeting minutes and the program director should inform the Dean’s office and Assistant Dean for Student Services that a curriculum change is pending. Examples of program changes that need to be discussed include course titles, course descriptions, GPA requirements for matriculation or graduation, deletions or additions of courses from the curriculum, as well as any change in course credits that involves pre-requisites or other planning.
b) As per their SOPs, the appropriate Sargent Education committee reviews all new courses. Please see the Sargent policy for adding new courses_2016.
c) Minor curriculum changes such as course sequencing will not need to be reviewed by Sargent Committees but information about these modifications should be forwarded to the Dean’s office and Assistant Dean for Student Services as soon as they have been approved at the departmental level.

d) An eCAP proposal [www.bu.edu/provost/planning/curriculum-portal/] is required for all major curriculum changes such as dropping overall program credits, adding new courses, substituting courses or otherwise substantially altering an established program. Please see the “New programs” section below.

Timeline:
To be effective at the beginning of an academic year, curriculum changes must be completed and approved during the prior year. The following timeline illustrates the number of processes and publications that include our curricula:

<table>
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<th>October</th>
<th>Sargent College budget requests are submitted to the Provost.</th>
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<tr>
<td>Oct./Nov.</td>
<td>BU Bulletin available for edits; specific schedule for completion is published.</td>
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<tr>
<td>December</td>
<td>All eCAP drafts are due into the Dean’s Office.</td>
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<tr>
<td>January</td>
<td>Review of the first draft of BU Bulletin edits.</td>
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<tr>
<td>February</td>
<td>Deadline for eCAP submission of New program proposals.</td>
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<tr>
<td>March</td>
<td>Deadline for eCAP submission of minor changes to continuing programs. Finalized content submitted to BU Bulletin.</td>
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<tr>
<td>April</td>
<td>Open Houses are held for admitted undergraduate students Final corrections submitted for BU Bulletin</td>
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<tr>
<td>May</td>
<td>BU Bulletin content is frozen.</td>
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<tr>
<td>June-August</td>
<td>New BU Bulletin is available on June 1st. Orientations begin for undergraduate students Program manuals are updated Website updates should be completed Degree Audit corrections are finalized New budget requests are submitted</td>
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<tr>
<td>September</td>
<td>Current Academic Year program manuals are available to students ASC personnel begin working with prospective transfer students. Departmental budget requests are discussed</td>
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Programs should design and publish changes well in advance of implementation of the updates. No changes to a current, published curriculum can be made once the semester begins and only emergency changes can be made after the registration advising period has ended.

**Departmental and Faculty Advisor Curriculum guidelines:**

a) Faculty advisors in consultation with the program director, are authorized to sign student petitions for substitution of courses and transfer coursework from outside of Boston University. It is expected that all advisors will hold the academic mission of their programs as paramount in considering petitions from students.

b) Committees are better suited than individuals to deal with complex issues and to establish new policy. Advisors are encouraged to consult with program directors, department chairs and the appropriate departmental committee for complicated issues such as a waiver of requirements or if they have questions about the suitability of any petition. ASC personnel and the Dean’s office are also available for consultation about academic petitions.
c) Advisors must be able to apply any petition decision uniformly across a group of students who share similar circumstances. It is imperative that academic policy be administered fairly throughout the student body. If an exception, substitution or waiver is to be made for a group of students, the circumstances must be clearly articulated and communicated by the program director to the department chair and Dean’s office. Advisors/students are strongly encouraged to arrange for an appropriate course substitution when a specific elective or requirement has been waived to be certain that they will have enough credits to graduate.

d) Advisors should be able to communicate the importance of every aspect of the curriculum to the student so that it is understood by the advisee why the requirements and electives have been chosen and how the course sequence has been logically constructed. Students benefit greatly from adhering to a coherent course sequence and should not be allowed to register for courses for which they do not have all prerequisites.

e) Students may need to be referred for professional counseling or reminded of the Sargent College Professional Behavior standards if they do not behave appropriately during advising meetings. This can be a difficult judgment call by the advisor but there may be occasions when the student needs more assistance than can reasonably be afforded by the faculty advisor. Advisors are encouraged to consult with their program directors and Department chairs for help with difficult students or those in extreme distress. www.bu.edu/shs/behavioral/helpinfo/ The ASC office, Dean’s office, and the Boston University Service Center are happy to assist advisors with these matters.

Student concerns about courses and curricula:

- It is generally preferred that students register for 16 credits at the beginning of the semester so that they can drop a course if needed and still retain their full-time status. Housing, financial aid, visas and medical insurance can all be negatively affected by part-time status therefore it is not recommended that any student drop below 12 credits without seriously considering all of the consequences of that action.

- Students should be encouraged to contact their course instructors first with specific concerns about the course such as grading policy, work load, accessibility of the information, office hours etc. If a reasonable attempt to work with the instructor has not been successful, students should discuss the issue with faculty advisors or ASC office personnel and take their advice about forming study groups, referral to the ERC etc. Advisors should try to ascertain if a course issue is applicable to a single student or if a larger group of students may be affected by the concern.

- In the event that an issue cannot be handled at the departmental level, please contact the Dean’s office. Even if the advisor has a relationship with the instructor in question such that the issue can be resolved on a personal level, it is still helpful for the Dean’s office to be made aware of the concern.

- If issues arise about any aspect of instruction and these cannot be resolved within the department, the Dean’s office will assist faculty, program directors, and/or department chairs in resolving the concern.

- There is a specific BU grade grievance policy for undergraduate students who feel that they received an arbitrary course grade. http://www.bu.edu/academics/policies/policy-on-grade-grievances-for-undergraduate-students-in-boston-university-courses/

- Students need to be informed of any changes in their programs. If updates directly affect current students, it’s advisable to send them a letter with a return form which requires a signature or an email message that requests an acknowledgment. Please note, students should adhere to the curriculum that is in place when they enter Boston University although emergency situations may alter curriculum offerings. The BU Bulletin at their time of entry will be used in their Degree Audit specifications. Students can request to follow a newly-designed curriculum with the consent of the advisor and program director.
Guidelines for adding a new program

Proposals for new programs must follow a specific protocol and seek approval through committees in Sargent College and Boston University before they can be offered to students. When a group of faculty has developed an idea for a new program, they are encouraged to use the eCAP proposal form (Academic Components) www.bu.edu/provost/planning/curriculum-portal/ and to discuss their proposed program with the Chair who will preside over a departmental faculty vote. Following a decision of substantial support for the proposal, the Chair and Dean’s office personnel will meet. If any revisions are required in the document subsequent to the meeting with the Dean, these must be made before the next steps take place:

1) The Dean transmits the Academic Components portion of the proposal to the Chair of the Sargent College Faculty Council for assignment to the appropriate Education Committee(s).
2) A full budget will be developed by the Sargent Associate Dean for Finance and Administration in consultation with the chair and major architect(s) of the proposal.
3) After the Undergraduate or Graduate education Committee (or both if necessary) has approved the original or revised draft of the academic components of the proposal, it is returned to the Dean’s Office for signature and then sent submitted to the eCAP portal for further consideration by the appropriate Boston University committees.
4) When they have reviewed the proposal, the Boston University curriculum committees will make a recommendation about the suitability of the proposal especially with respect to its overlap with cognate units and return a report to the authors of the proposal. Modifications may be requested,
5) After approval by the Provost, the implementation stage can begin.

Some general goals for new programs include:
- The proposal should describe an innovative and attractive curriculum that is consistent with the overall mission of Sargent College
- Degree requirements should meet or exceed those of our peer institutions in the applicable department or program. It is important to include sufficient description of the educational context in which the proposal should be judged.
- Implications for faculty load and needed resources should be clearly described but it is reasonable to propose a new program that is not immediately profitable if the content is thematically compelling and related to our mission.
- The rationale for the program and the desired outcomes for its graduates should be very well specified. Market research on the target audience is also helpful but not required.
- Either education committee (Undergraduate or Graduate as appropriate) should evaluate the proposal for academic excellence and clarity of presentation. The report should include a comment on whether the resources described in the proposal would be adequate to achieve the goals of the new program but not whether current resources are insufficient.

Guidelines for offering a new minor to Sargent students

Approving a new minor to be offered to our students is a formal process involving the University registrar that because completing a declared minor gives a student a specific notation on the transcript. Adding a new Sargent minor requires review by the Undergraduate Education Committee, discussion at departmental meetings, and a vote in favor of the addition by the faculty at an All-College meeting. Faculty are welcome to bring suggestions for new minors to be approved from students or on their own to the attention of the chair of Sargent Faculty Council.