

## **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 work

**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

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