

Approval Deadlines and Effective Dates

1 Proposed Rules

1.1 Definitions

1. A *minimal proposal* is:
 - (a) A course update in which no changes are being proposed to any of the following items . . . [to be filled in later]; or
 - (b) A program update in which no changes are being proposed to any of the following items . . . [to be filled in later].
2. A *non-minimal proposal* is any other proposal.

1.2 Rules

1. We approve minimal proposals in both the Fall and the Spring.
2. Any minimal proposal approved between such and such dates [late Spring to mid Fall] goes into effect at the start of the next Spring semester.
3. Any minimal proposal approved between such and such dates [late Fall to mid Spring] goes into effect at the start of the next Fall semester.
4. We approve non-minimal proposals in the Fall, but not in the Spring.
5. Any non-minimal proposal approved by the last meeting of Fall goes into effect at the start of the next Fall.

2 Exceptions to the Rules

We allow exceptions to the rules under special circumstances, such as when:

- Violating a rule is necessary in order to comply with state law or guidelines.
- Violating a rule is necessary in order to comply with district policy.
- Violating a rule is necessary in order to comply with industry standards.
- Violating a rule is necessary in order to avoid significant harm to students.

- Example #1: MATH 003B is listed as a corequisite for PHYS 004A. But, according to Physics faculty, students should not have to take MATH 003B at the same time as PHYS 004A. It should also be acceptable if a student took MATH 003B previously. In other words, MATH 003B should be listed as a prereq or coreq for PHYS 004A, not just a coreq. During the last update of PHYS 004A, faculty listed MATH 003B as a corequisite by mistake, due to a misunderstanding of what “corequisite” means. Physics faculty would like to correct this mistake as soon as possible. **In this case, an exception would be allowed**, since this mistake is preventing many deserving students from enrolling in PHYS 004A.
- Example #2: In the judgement of philosophy faculty, the course description for PHIL 001 is unnecessarily confusing. They worry that the current course description is causing fewer people to sign up for the course than otherwise would. So they would like to change the course description to something better, as soon as possible. **In this case, an exception would not be allowed**. While it is important to have clear course descriptions, this is not an issue that will obviously cause significant harm to students if not immediately addressed. The update to the course description can wait until the next time it is allowed to happen under the rules, which would lead to a delay of no more than one semester.

A faculty member requesting an exception must communicate in writing to the Chair why an exception is justified in the particular case at issue. A vote of the committee will determine whether the request is granted.