

Administrative Policies Affecting the  
School of Nursing

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**TITLE OF POLICY:** ACADEMIC PLANNING PROPOSALS

**ORIGINAL DATE:** December 2005

**LAST REVIEWED/REVISED:** January 2006

**POLICY:** Academic planning proposals must include information sufficient to permit a thorough review and analysis of the proposal. Planning proposals generally fall into two categories: (1) proposals for new or expanded programs, and (2) proposals for program termination.

**PROCEDURE:** Academic planning proposals including creation, termination, or significant modification of degrees, majors, certificate options, minors and areas of concentration should be developed in accordance with the University's Guidelines for the Review of Academic Planning Proposals [<http://www.pitt.edu/~jdl1/proposal-guidelines.htm>].

Faculty will develop a proposal and send it to his/her department chair. The proposal should include a proposed curricular plan, relevant feedback from accrediting bodies or organizations, or initial contact with State Board when appropriate.

The department chair will present the proposal to the Dean's Council for discussion and decision. If approved by the Department Chair, the proposal will be forwarded to the appropriate Council's [MSN, BSN, or PhD] Curriculum Committee. The Curriculum Committee chair will then present the proposal to the appropriate Council for approval. The proposal developer should be in attendance at the Council meeting to respond to any questions. If approved by the Council, the proposal will go to the departments for discussion and back to the Council with any feedback. The Council chair will request that the proposal be placed on the Total Faculty agenda.

The proposal developer should be in attendance at the Total Faculty meeting to respond to any questions. After approval by Total Faculty, the proposal will go to the School's Planning and Budgeting Committee.

The Dean will send the proposal to the Chair of the Senior Vice Chancellor's Planning and Budgeting Committee. The Associate Dean will forward the proposal to the appropriate University Committee [UCGS or PACUP] for University approval. If required, the Associate Dean will send the proposal to the Pennsylvania State Board of Nursing.