

## **GUIDELINES FOR ADDING PROGRAMS TO OR REMOVING PROGRAMS FROM APPROVED PROGRAMS LISTS**

Any academic department or program wishing to add a program to their Approved Programs list or to remove a program from their Approved Programs list should follow the guidelines and process outlined below.

NOTE: ACIS will not be considering proposals for adding new programs until the fall of 2007, for programs beginning in spring 2008. This will allow departments/programs two years of working with the original Approved Programs list, thereby giving sufficient time to determine where the needs are within the department/program.

### Adding a Program:

1. The academic department or program works with OIP to determine in what ways the proposed program abroad enhances the existing Approved Programs list. For example, the program abroad should offer unique academic opportunities for our students or compliment departmental and programmatic curricula in a unique way.
2. Once it has been established that the program abroad is appropriate, OIP and the sponsoring department/program put together an Approved Program proposal for ACIS.
3. ACIS reviews the program proposal and considers the strengths of the proposal and the links to the curriculum.
4. ACIS makes a final decision regarding approving the program.
5. ACIS then reports to CEPP regarding any changes to the Master AP list through the ACIS annual report.
6. In order to maintain an Approved Programs list that is manageable and allows for appropriate oversight, ACIS requests that departments/programs remove one program for every program they add.

### Removing a Program:

1. The academic department or program works with OIP to determine the advantages and disadvantages of removing the program from the Approved Programs list. For example, the program abroad may not attract student interest, may have changed significantly since being added to the Approved Programs list, may not enhance the on-campus curriculum as expected, or may have had poor evaluations from on-site faculty/administrative reviews.
2. Once it has been established that the program abroad should be removed, OIP and the sponsoring department/program put together a proposal for ACIS that outlines the reasons why the program is no longer appropriate.
3. ACIS reviews the proposal and considers the appropriateness of removing the program.
4. ACIS makes a final decision regarding removing the program.
5. ACIS then reports to CEPP regarding any changes to the Master AP list through the ACIS annual report.