ACADEMIC PROGRAM REVIEW POLICY

The review of academic programs is initiated at the academic department level with active participation of relevant standing committees.

1. These revisions are submitted to the Academic Council by the department directors and the corresponding academic deans.

2. The Academic Council submits the documentation associated with the review of academic programs to the Academic Affairs Committee for evaluation and recommendations.

3. The final recommendations of the Academic Affairs Committee are submitted to the Plenary Session of the Academic Council for analysis and consideration.

4. The Plenary Session of the Academic Council passes judgment on the final recommendations of the Academic Affairs Committee, then makes an official certification with the academic program changes approved by the Academic Council.

5. A copy of the certification with curriculum changes approved by the Academic Council is forwarded to the Registrar’s Office, in charge of inserting modifications in the Master Catalog of Courses.

6. The Office of the Vice President for Academic Affairs coordinates the addition of the corresponding curriculum changes, approved by the Academic Council, into the Undergraduate and Graduate Catalogs.

7. The Office of the Vice President for Academic Affairs, Deans, and Academic Program Directors are responsible for disseminating the changes among the student body.