Process for Adding a Course to an Interdisciplinary Arts Program

The following process is to be followed whenever an interdisciplinary program coordinator wishes to seek permission for a course to be declared eligible for that program. This is consistent with the General Regulations for Interdisciplinary Major and Minor Programs in the Faculty of Arts and the “Waiver of Regulations” entry in the General Academic Regulations section of the University Calendar.

Step #1: Course is Identified
A course in the University Calendar is identified that could be eligible for the interdisciplinary program. The decision about whether or not to issue a course waiver resides with CUGS and whether to add the course to the Calendar resides with Senate.

Step #2: Program Coordinator and Department Head Communicate
The program coordinator seeks the support of the Head of the academic unit delivering the course, or vice versa. Care must be taken to distinguish between Table 1 and Table 2 courses, as applicable, and to minimize the addition of courses from outside the Faculty of Arts.

Step #3: Program Coordinator Requests Permission from CUGS
The program coordinator emails a request to the Faculty of Arts’ representative in the Office of the Registrar, copying the Head of the academic unit and the Associate Dean of Arts (Undergraduate).

a) Request for one-time special circumstances waiver: The Assistant Registrar brings the request to the Special Cases subcommittee of CUGS. The course’s Calendar entry must clearly establish that the course is highly relevant to the program.

b) Request concerning all of the program’s students: The Assistant Registrar confers with the Associate Dean to prepare the necessary proposal. Normally, this takes the form of a single Calendar change proposal for all course updates that is prepared by the Associate Dean by October 31 each year. If appropriate, the Associate Dean invites the academic unit Head to propose edits to the wording of the course title and/or Calendar description so that the course better aligns with the interdisciplinary program; in the case of a special topics course, assistance may be offered to regularize it in the Calendar. In the meantime, the Special Cases subcommittee of CUGS may choose to issue a blanket waiver for all students for the current academic year.

Step #4: Proposal Passes Through Formal Calendar Process
The annual proposal is finalized each October by the Associate Dean in consultation with program coordinators and Department Heads. It proceeds through the normal formal channel. This includes submission to all Department Heads as part of a two-week consultation process; to CUGS for review and approval, normally each November; to Arts Faculty Council for review and approval, normally each December; to the Senate Committee on Undergraduate Studies (SCUGS) for review and approval, normally each January; and to Senate for review and approval, normally each February. If these timelines are observed then the updated course list should appear in the next edition of the University Calendar.

Questions about this process should be brought to the attention of the Assistant Registrar for Arts, the Associate Dean of Arts (Undergraduate) and/or the Chair of the Committee on Undergraduate Studies (CUGS).