Committee on Educational Policy (CEP)
New Course Proposal, Change and Cancellation Course Checklist

COURSE PROPOSALS & MAJOR CHANGES

☐ Due to CEP by **March 1** (Summer), **May 1** (Fall), **September 15** (Spring)

☐ New course proposals must include the following documentation:
   1. **New Course Proposal Form** – CEP Website
   2. Course syllabus – in approved CEP Syllabus Template
      a. *If a Field Trip* – use CEP Travel Syllabi template and include Travel Policy, reminder to attend GSS session
   3. Letter of endorsement from the department/program chair or (in case of ID courses multiple chairs)
   4. List of affiliated faculty members. If a new faculty member or instructor need to also provide CV
   5. Course description with specific directions around registration, if differing from syllabi (for my.harvard)

☐ CEP will share syllabus with the Curriculum Center for course materials copyright approvals and guidance around workload recommendations.

☐ Faculty should contact Learning Designers team for support around course design and assessment recommendations.

COURSE CHANGES

☐ All changes must be made through my.harvard forms process (starting Spring 2022)

☐ No changes can be made prior to the first day of Registrations unless: a. low course enrollment, b. change of classroom to accommodate overflow

☐ To review which changes go to CEP versus the Registrar’s Office, please view the Academic Administrator’s wiki: [https://wiki.harvard.edu/confluence/display/HAAR/HSPH+Academic+Administrator+Resources+Home](https://wiki.harvard.edu/confluence/display/HAAR/HSPH+Academic+Administrator+Resources+Home)

☐ All Travel syllabi need to be reviewed by department on an annual basis and will be requested by CEP for periodic reviews, 2-3 years

COURSE CANCELLATION

☐ Review status of **COMPLETED** during offering period **March 1/ May 1/ September 15**:
   - Inactive courses - 1 year
   - Inactive courses – renewal (2nd year)
   - Permanently cancelled – 3 years of inactivity or more
   - All Category 1-3 courses need to come before CEP

☐ When completing an inactive/permanently cancelled course form include:
   1. Signed course cancellation form with reason for cancellation
   2. Chair letter approving cancellation. See website for letter template.
   3. Plan and proposed methods for how competencies/learning requirements will be met for the Category 1/2/3 course that is being removed.
   4. Communication plan to faculty, students, administrations