

**School of Communications and Theater (SCT)**  
**Instructions for Establishing, Terminating, or Revising an Academic Program**  
**(November 3, 2009)**

All changes, modifications, and deletions for any academic program in SCT will go through the following process:

1. Please check the timeline for submitting any proposal at:  
<http://www.temple.edu/deputyprovost/academic-proposals/deadlines.html>.
2. Please review the Guidelines at:  
<http://www.temple.edu/deputyprovost/academic-proposals/guidelines.html>.
3. The department will complete a package that includes:
  - a. **The Temple University Request to Establish, Terminate, or Change an Academic Program form.** The form is available at:  
<http://www.temple.edu/deputyprovost/academic-proposals/forms.html>.
    - i. The package must include a proposal and executive summary. The proposal will vary depending on program action. Details for each proposal are stipulated by the Provost's Office and are available at:  
[http://www.temple.edu/deputyprovost/academic-proposals/OfficeoftheDeputyProvost-processoverview.htm#\\_Toc224706966](http://www.temple.edu/deputyprovost/academic-proposals/OfficeoftheDeputyProvost-processoverview.htm#_Toc224706966)
    - ii. The required material must be included in the package before SCT can begin to review the request.
  - b. **The SCT Form for Establishing, Terminating, or Revising an Academic Program.**
    - i. The department will complete the first box, and the department chair will sign this form.
4. When completed, the package will be sent to the chairperson of the SCT Faculty Council.
5. Upon the program's approval by the SCT Faculty Council, the chairperson of the SCT Faculty Council will sign the second box of the SCT Form.
6. The chairperson of the SCT Faculty Council will bring the proposal to the SCT Faculty Assembly for discussion or vote. Upon approval by the SCT Faculty Assembly, the chairperson of the SCT Faculty Council will sign the third box of the SCT Form.
7. The chairperson of the SCT Faculty Council will send the package to the Senior Associate Dean. The Senior Associate Dean will sign off on the Temple University Request to Establish, Terminate, or Change an Academic Program form, then have the package delivered to the Provost's Office. The SCT

Director of Faculty and Academic Affairs will maintain the SCT Form for the School's records.