

Policy and Procedure Arizona State University		Number SWK 321
Manual Social Work	Section Curriculum	Page 1 of 1
Subject Electives	Effective 4/13/01	Revised 4/6/01

SUBJECT: Electives

PURPOSE: To define process for faculty approval of a new elective.

APPLICABILITY: All faculty

POLICY: Elective Approval Process

1. The faculty member must introduce his/her proposed elective, accompanied by a face sheet with a rationale, to the appropriate faculty program committee(s), that is all the programs affected by the elective. For students to be eligible to take the elective, the relevant program committee must have approved the elective.
2. If the elective is approved by the Program Committee(s) it is forwarded to the curriculum committee with an accompanying rationale from the program committee chair on the attached face sheet. The curriculum committee will review the proposed course according to the standards for course content and delivery in terms of fit with the Mission of the School, standards of accreditation, rigor of assignments, readings, and other related issues such as prerequisites. The curriculum committee may send the proposal back to the faculty member for revisions.
3. The curriculum committee will make a recommendation to the Faculty Council and the faculty will vote on the recommendation.
4. The program coordinators, in conjunction with program committee chairs, will determine when the elective will be offered and who will teach it. Policy SWK 202 must be followed when considering whether a full-time faculty member may teach the elective or not.