



# College of Creative Studies Policy on Student-led Colloquia

Creative Studies students may propose leading a Creative Studies Colloquium on a topic of their design under the supervision of a UCSB faculty member. **Colloquia should not be conceived of as student-taught courses, but rather as a way of documenting and assigning units for advanced study by a group of select students.**

UC policy vests authority and responsibility for curricula in the faculty. Consequently, all colloquium proposals are subject to review and approval by the program committee of faculty in the discipline indicated. Final approval of the proposed colloquium resides with the Dean of CCS.

## Policy

- Students are eligible to propose a colloquium when they are in the third or fourth year of their current academic program.
- Colloquia must be within the scope of one of the **eight academic disciplines** taught in CCS (*normally NOT* Interdisciplinary Studies).
- A maximum of **one colloquium per discipline** shall be offered in any given quarter.
- Colloquia meet for a minimum of **one and one-half hours per week**.
- A maximum of **2.0 units may be earned** in any colloquium.
- Units earned in colloquia are considered lower-division.
- Faculty who do not hold an appointment in CCS may be approved to sponsor a colloquium by the student's CCS faculty advisor, in consultation with the program committee most congruent with subject of the proposed colloquium.
- The faculty member sponsoring the colloquium is the instructor of record and is responsible for assigning units to the students enrolled.
- The faculty sponsor should meet regularly with the colloquium leader and should attend at least one-half of the colloquium sessions.

**Procedure:** All signatures must be obtained in the order they appear on the form.

1. Submit the attached form to your **CCS Faculty Advisor for review**. If the faculty advisor supports the proposal, they will sign the form, and will provide a brief written analysis of the merits of the proposal and the capability of the student to serve as a colloquium leader.
2. The **Faculty Sponsor** will then review the student's proposal and the advisor's comments. If the proposed sponsor agrees to serve in this capacity, they will sign the form and add their own brief analysis of the merits of the proposal and the capability of the student to lead a discussion in this topic.
3. The proposal is then submitted to the **Student Affairs Manager** by the deadline listed below, who will forward the proposal to the Program Committee Chair and then the Dean after verifying all proposal requirements have been met.
4. The Dean will consult with the relevant faculty in the major as necessary. In the case of an Interdisciplinary Studies student-led colloquium, the Dean will consult with the CCS Faculty Executive Committee in order to establish whether the proposed colloquium is an appropriate addition to the curriculum. If more than one colloquium has been proposed within a given discipline, the program committee will determine which is most appropriate. (On occasion, the program committee may determine that more than one colloquium is appropriate because of interest or circumstance. In those cases, the program committee will request an exception to policy of the Dean).

**Proposal Deadlines** listed by quarter in which the colloquium is to be offered:

### Quarter to be offered:

FALL  
WINTER  
SPRING

### Signed forms due to Undergraduate Advisor:

by the end of the week 4 of Spring Quarter\*  
by the end of the week 2 of Fall Quarter  
by the end of the week 2 of Winter Quarter

\*For Fall quarter colloquia, late petitions submitted before September 1st will be considered for additions to the schedule.