



## Part 5: Curriculum

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**3-3-501 Curriculum Approval Process.** The purpose of the curriculum approval process is to ensure the integrity and quality of academic programs through a collaborative effort between faculty and administration. The process described below recognizes the important but different roles played by those groups.

The faculty's role and responsibility is to develop and deliver academic programs and curriculum. The administration's role is to assure that curriculum proposals are appropriate to the disciplinary responsibility of the unit and the University and that adequate resources are available to implement proposed curriculum.

**3-3-501(1) Responsibilities of the Originating Unit.** Curriculum changes originate with faculty members in the appropriate academic units, departments, program areas, schools, or colleges. Units include multi-disciplinary programs, departments, program areas, schools, and colleges. Each academic unit shall establish a curriculum committee/committees consisting either of all the faculty in each program area or a proper subset thereof. As a faculty member, a department chair may serve on the curriculum committee of their program area.

### **3-3-501(2) Curriculum Change Procedures.**

#### (a) General Provisions

- (I) There are three types of curriculum changes (minor change, variable title, major change), each with its own set of procedures outlined below for those programs housed in single colleges.
- (II) For those programs of study not housed within a specific college, the Undergraduate Council or Graduate Council as appropriate will take the place and assume the same responsibilities as the College Curriculum Committee. Once this step is completed, the originating unit will send curriculum change proposals to the Chief Academic

Officer (CAO).

(b) Minor Change

(I) A change which will have a minimal impact on any student's program and does not affect other units. Only the following are minor changes:

(A) Changes in standard codes (except for changes in course fees).

(B) Dropping prerequisites.

(C) Changes in title and/or catalog description that does not alter the basic nature of the course program.

(D) Deletion of a course not required in other programs.

(E) Adding prerequisites that are internal to the unit and do not change the number of credit hours in the program.

(II) Process Steps in Curriculum Approval for Minor Changes. This is to ensure that the proposed changes are minor.

(A) Curriculum Committee

(B) College Curriculum Committee (advisory, no veto power – remarks sent to originating unit)

(C) Chair of Department/Director of school housing originating program area

(D) Dean of college housing the originating unit

(c) Variable Title. Each college is responsible for setting up internal procedures for reviewing changes to existing variable title courses,

including new topics.

(I) Undergraduate variable title courses will be reviewed once when initially proposed.

(II) Graduate variable title courses will be reviewed every two years.

(d) Major Change.

(I) Any curriculum change not listed as a minor change is considered a major change.

(II) Process Steps in Curriculum Approval for Major Changes.

(A) Originating Unit Curriculum Committee

(B) College Curriculum Committee (advisory, no veto power – remarks sent to the originating unit)

(C) Chair of Department/Director of school housing originating program area

(D) Dean of college housing the Originating Unit

(E) Liberal Arts Council (if general education)

(F) Professional Education Council (if teacher education)

(G) Dean of the College of Education & Behavioral Sciences (if teacher education)

(H) Dean of the Graduate School (if graduate curriculum)

(I) Chief Academic Officer

(J) Board of Trustees (if necessary)

### **3-3-501(3) Roles and Responsibilities of Governing Groups for Major Changes.**

(a) General Provisions. Units originating curriculum changes (new course/program modifications) will submit catalog copy reflecting the proposed change and course information as required by Academic Affairs. New course proposals (or major modification to existing courses) must include a course syllabus. New or modified program proposals must be accompanied by necessary course proposals. The originating unit will

forward curriculum changes which shall include the following for all changes:

- (I) Description of the change.
- (II) Rationale for the change.
- (III) Impact of the change both within and outside of the originating unit including resources, equipment, and supplies.
- (IV) Assurance that all affected parties have been notified of the proposed change along with a summary of any objectives from affected units.
- (V) Inclusion of all appropriate forms.

(b) College Curriculum Committee

- (I) Ensure changes are consistent with college objectives and academic standards/integrity.
- (II) Ensure any necessary codes are included and correct.
- (III) Ensure that affected areas have been contacted about the proposal.
- (IV) Ensure that all necessary documents are included and complete.
- (V) Complete review within three weeks of receipt of curriculum proposal. Curriculum change shall move forward if remarks are not submitted within three weeks.
- (VI) Forward committee remarks to the originating unit.

(c) Department Chair/School Director

- (I) Ensure that the change is consistent with disciplinary responsibilities of the department/school.
- (II) Determine if adequate resources are available to support the proposed change.
- (III) Complete review within two weeks of receipt of curriculum. Curriculum change shall move forward if remarks are not submitted within two weeks.
- (IV) Forward proposed changes to the dean along with the remarks of advisory councils and committees.

(d) Dean

- (I) Ensure that the change is consistent with disciplinary responsibilities of the college.
- (II) Determine if adequate resources are available to support the proposed change. Lack of adequate resources is sufficient grounds to reject a proposed change.
- (III) Complete review within two weeks of receipt of curriculum. Curriculum change shall move forward if the dean does not act within two weeks.
- (IV) Forward approved changes to the CAO along with the remarks of advisory councils and committees.
- (V) Return rejected curriculum proposals to the originating unit with an explanation of the grounds for rejection.

(e) Liberal Arts Council

- (I) Ensure that the course meets the criteria for the General Education program and for the specific category for which the course is

proposed.

(II) Ensure that the course meets any other requirements that the Liberal Arts Council may establish.

(III) Complete review within three weeks of receipt of curriculum.

Curriculum change shall move forward if the Council does not act within three weeks.

(IV) Forward approved curriculum to the CAO.

(V) Return rejected curriculum proposals to the originating unit.

(f) Professional Education Council

(I) Ensure that the proposed change is consistent with education standards and objectives for teacher education programs.

(II) Ensure that all affected units are aware of the change and have had an opportunity to comment.

(III) Complete review within three weeks of receipt of curriculum.  
Curriculum change shall move forward if the Council does not act within three weeks.

(IV) Forward approved curriculum to the Dean of the College of Education & Behavioral Sciences.

(V) Return rejected curriculum proposals to the originating unit.

(g) Chief Academic Officer

(I) Ensure that the University will support implementation of the proposed change.

(II) Ensure that proposed curriculum is consistent with the University's mission and goals.

- (III) Complete review within three weeks of receipt of curriculum.  
Curriculum change shall move forward if the Council does not act within three weeks.
- (IV) Maintain and monitor a timeline for each proposed curriculum change.
- (V) Complete review within two weeks of receipt of curriculum.  
Curriculum change is accepted if the CAO does not act within two weeks.
- (VI) Forward curriculum to the Board of Trustees if necessary.
- (VII) Place approved curriculum in the Bulletin.
- (VIII) Return rejected curriculum proposals to the originating unit.

**3-3-501(4) Appeal Process.** A curriculum change may be rejected during the approval process and returned to the originating unit. Rejection by a Dean or CAO will normally be for reasons of cost or conflict with college or University missions. Appeals of decisions by faculty bodies will proceed as follows:

Adverse decisions of the Professional Education Council or Liberal Arts Council may be appealed by the originating unit to the dean of the originating unit, the Dean of the College of Education & Behavioral Sciences, or CAO respectively. There is no appeal process from the college curriculum committees since they are not decision-making bodies. The dean may concur with the rejection, in which case the decision is final, or overrule the rejection and send the proposal to the CAO.

## **Policy History**

### **3-3-501 CURRICULUM APPROVAL PROCESS.**

Subsection 3-3-501(1) Responsibilities of the Originating Unit amended (Feb 2011)

Subsection 3-3-501(2) Curriculum Change Procedures (b)(II)(C) and (D) amended (Feb 2011)

Subsection 3-3-501(3)(c)(I) Roles and Responsibilities of Governing Groups amended  
(Feb 2011)