



Part 5: Curriculum

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 ensure that curriculum proposals are appropriate to the disciplinary responsibility of the proposing unit, and in compliance with University and external stakeholder requirements. Adequate resources must be available to implement proposed curriculum.

3-3-501(1) Scope. The curriculum change process described below applies to significant changes to individual courses and to academic programs (majors, minors, certificates and other micro-credentials). These changes shall include, but are not limited to:

- (a) creation of a new course;
- (b) creation of a new program;
- (c) changes that alteration of the basic nature an existing course, including schedule type, number of credits, and changes to the fundamental objectives (learning outcomes) required of all offerings of the course;
- (d) changes that alter the basic nature of a program, including credit hour requirements, GPA requirements, admission requirements, and changes to the fundamental program learning outcomes and curricular requirements; and,
- (e) any change to a program or course (including deletion) that impacts another program, education licensure, or the Liberal Arts Curriculum by causing a change as described in (c) and (d).

The process for changes to programs or courses that are not significant but will alter the University Catalog are described in 3-3-501(4).

3-3-501(2) Process for significant changes.

- (a) Initiation of changes. All curriculum changes must be initiated by the faculty in the unit proposing or offering the course or program (henceforth referred to as the *originating unit*). Each unit shall manage its own processes for ensuring general agreement among its faculty for curriculum changes and consulting with the dean regarding resource impacts. Approval of a proposal by the unit leader of the originating unit certifies that the proposal includes:
 - (I) description of the change;
 - (II) rationale for the change;
 - (III) impact of the change within the originating unit on faculty course rotations and other resources, equipment, and supplies; and,
 - (IV) any additional forms needed to document associated changes on unit level curriculum.
- (b) Formal proposals will be submitted through catalog-curriculum tools maintained by the Registrar's Office and must include supporting documentation as required by college and provost level approvers.
 - (I) New or modified course proposals must include a model syllabus containing the title, description, learning outcomes, and any other required elements that must be included in all teaching syllabi (see 2-3-501 Course Syllabus).
 - (II) Since new programs result in significant impacts, they shall be reviewed by the college dean and provost for feasibility before a formal proposal may be submitted. A template will be provided by Academic Affairs for this purpose.
 - (III) New or modified program proposals must be accompanied by necessary course proposals before they can be fully approved.
- (c) Required review and approval. Formal proposals will be reviewed by the following:
 - (I) Office of the Registrar. Ensures that initial proposal submissions are complete, technically accurate (all codes and required formatting are consistent with current standards, credits are computed correctly, etc.), and include all associated documents. Also ensures that all

affected units have been notified and any associated curricular forms have been submitted to the workflow. Upon final approval of the curriculum proposal, updates the catalog copy, banner, and other data systems as needed.

- (II) College Curriculum Committee. Determines whether changes are consistent with college objectives and academic standards/integrity. Also ensures that all necessary documents are included and are complete, and that all affected units in the college have been notified and have submitted associated curriculum forms as needed. Committee remarks are advisory only and are forwarded to the originating unit as well as the college dean.
- (III) Unit leader of the Originating Unit. Ensures that the proposal is consistent with disciplinary responsibilities of the academic unit and determines whether adequate resources are available to support the proposed change. Lack of adequate resources is sufficient grounds to reject a proposed change. Also incorporates or responds to comments from the college curriculum committee prior to forwarding proposals to the dean.
- (IV) Dean of the college housing the Originating Unit. Ensures that the change is consistent with disciplinary responsibilities of the college and does not duplicate existing college curricula. Determines whether adequate resources are available to support the proposed change. Lack of adequate resources is sufficient grounds to reject a proposed change.
- (V) Professional Education Council (if teacher education curriculum). Ensures that the proposed change is consistent with education standards and objectives for teacher education programs. Ensures that all affected units are aware of the change and have had an opportunity to comment.
- (VI) Dean of the College of Education & Behavioral Sciences (if teacher education curriculum). Confirms PEC-approved proposals have been correctly evaluated and adequate resources are available to support the new or revised teacher education program.
- (VII) Liberal Arts Council (if general education curriculum). Ensures that the course meets the criteria for the General Education program and

for the specific category for which the course is proposed. Ensures that the course meets any other requirements that the Liberal Arts Council may establish.

(VIII) Dean of the Graduate School (if graduate curriculum). Ensures that the change is consistent with disciplinary responsibilities and academic standards of the graduate school and does not duplicate existing graduate curricula.

(IX) Chief Academic Officer (or designee). Determines whether the proposed curriculum is consistent with the University's mission and goals and whether adequate resources are available for the University to support implementation of the proposed change; also ensures the proposed change does not duplicate existing university curricula and that all external stakeholder requirements are fulfilled prior to implementation.

(X) Board of Trustees. Approves new programs, as required.

(d) Proposals that are not approved at any level are returned to the appropriate previous level with an explanation of the need for additional information or the grounds for rejection. All remarks and comments from each step become part of the permanent curriculum history and will be available to the originating unit.

(e) Timeline for approvals. Each committee shall complete their review within two committee meetings. Each individual prior to the CAO step shall complete their review within two weeks. The CAO shall complete their review within three weeks.

If any step in this review process is not completed within the required timeframe, the originating unit shall notify their dean or the Chief Academic Officer (or delegate), who will take appropriate action to ensure that the process proceeds in a timely manner.

3-3-501(3) Appeal Process. Rejection by a dean or CAO for reasons of cost or conflict with the mission of the college or University may not be appealed. Appeals of decisions by faculty bodies will proceed as follows:

(a) Adverse decisions of the Professional Education Council may be appealed by the dean of the college housing the originating unit to the dean of the College of Education & Behavioral Sciences.

(b) Adverse decisions of the Liberal Arts Council may be appealed by the dean of

the college housing the originating unit to the Assistant Vice President for Undergraduate Studies.

3-3-501(4) Catalog Changes Not Requiring Full Curriculum Approval Process.

Changes to the university catalog that are not significant curriculum changes generally do not need to follow the full approval process described above.

- (a) New Subtitles for Variable Title Courses. New variable title courses must be added to the catalog following the significant change procedure above (3-3-501(2)). Proposed subtitles (including new topics) for existing variable title courses must only be reviewed and approved through the dean's level in accordance with procedures established by the college.
- (b) Review of Changes. All other submitted changes of this sort shall be reviewed by the Office of the Registrar to ensure that the change does not fall under the scope of significant curriculum changes as defined in 3-3-501(1). Changes that merely correct typographical errors shall be implemented immediately; other changes shall be routed through the dean of the college housing the submitted change.

Policy History

3-3-501 CURRICULUM APPROVAL PROCESS.

Section 3-3-501 Curriculum Approval Process (amended Dec 2024)

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)