

Curriculum Review Process

1. Curriculum proposals originate in a department or school. Proposed changes are categorized as either “modifications” or “substantive changes” and should be identified accordingly on the proposal form. Each proposal, regardless of type, must be reviewed by the department and by other departments or programs affected by the proposed change, including the Teacher Education Committee.

*Modifications include changes to an existing course, and non-substantive changes to an existing program.

- Modifications to an existing course include changes in course
 - prefix,
 - level,
 - title,
 - number of credits,
 - number of contact hours,
 - lecture/lab or studio ratio,
 - number of lab or clinical hours,
 - type of grade,
 - description,
 - elective or required status for courses within the college or school,
 - change in pre-or co-requisites involving courses within the college or school.
- Modifications to an existing program include
 - addition or deletion of elective(s) in program/major/minor
 - repackaging of courses already approved by the Greater Faculty into the delivery of a new track within an existing program,
 - non-substantial changes (no more than 30% per catalogue year) to courses required for program/major/minor
 - changes to admission requirements for the existing program.

*Substantive Changes include

- changes in pre- or co-requisites involving courses or programs outside the college or school,
- changes in elective or required status for courses outside the college or school,
- changes in cross-listed courses,
- proposals for substantial changes to existing programs/majors/minors,
 - number of hours required for programs/majors/minors
 - addition or deletion of more than 30% of courses required for program/major/minor during a catalogue year
- proposals to delete existing programs/majors/minors,
- proposals for new degree programs,
- proposals for new majors or minors,
- proposals for changes to the general and specific core curriculum

2. Completed forms are submitted to the dean for review and approval. All approved proposals are posted online for review by all university faculty (public notice). Approved proposals are forwarded to the Associate Provost/Dean of Instruction office by the dean.

3. All substantive changes are automatically sent to the University Curriculum Committee (UCC). Additions and deletions may or may not be sent to the UCC, depending upon the amount and type of responses generated during the period of public notice. Those which are not sent to the UCC will be addressed by the college or school curriculum committee. Modifications are typically sent directly to the college or school committee.
4. Forms reviewed and approved by the college or school curriculum committee are forwarded directly to the Registrar and the Provost, then to the President and the Board. Forms reviewed and approved by UCC are presented to the greater faculty for approval and then on the Provost, the President, and the Board.
5. All forms must be forwarded by the chair of the Committee to the registrar immediately following approval by the UCC or by the school or college committee.