



## Submission of Changes in Curricula

May, 2022

All curriculum changes, which include, but are not limited to, new degree programs, changes to degree programs, new courses, course changes, catalogue entry changes or course deletions, begin in the department requesting the change.

At the departmental level, faculty within the department discuss the proposed change with the decisions communicated to the Departmental Curriculum Committee chair who creates and forwards a proposal to the department head. If the curriculum change affects University policy, the department head forwards a request to the Dean of the College and the Dean forwards the request to the Provost in order for the Provost to be alerted to a potential University policy change. An email from the Provost providing her “pre-approval” is required for all such proposals. Otherwise, after approval by the department head, the proposal is forwarded to the Dean and the chair of the College Curriculum committee.

At the college level, the College Curriculum Committees are made up of the Departmental Curriculum Committee chairs within that college and the Dean of the college as an *ex officio* member. Approval by both the College Curriculum Committee and the Dean is required for the proposal to continue. If the curriculum change request affects a program in the College of Education, it is routed to the Council for Teacher Education. If the curriculum change affects a graduate program, it is routed to the Graduate Council. If the curriculum change affects a graduate program in the College of Education, the proposal must be routed through and approved by both committees. Proposals submitted to these committees are then submitted to the University Curriculum council chair.

As an advisory council to the Provost, the Council reviews all proposals for undergraduate and graduate course and curriculum revisions and new academic programs. Council membership includes the faculty members chairing each of the college curriculum committees, the Chair of the Graduate Council, a Department Head representative and a student. Non-voting, *ex officio* members include the SACSCOC Liaison and representatives from Enrollment Services and the Library.

Approval by the University Curriculum Council forwards the proposal to the Provost who has the final approval for all curriculum changes. After approval by the Provost, proposals are confirmed as being complete and then signed off on and archived by the Assistant Vice President for Academic Programs. Changes are then entered into the University Catalogue. Proposals that are denied at any level are returned to the department submitting the request whereby the proposal may be reworked and submitted again.