#### Approval of Curricular Changes, New Courses and Course Changes

A. Curricular Changes

1. Significant curricular changes, such as the implementation or discontinuation of a major, concentration, minor, or certificate, modifications to existing programs (changes in credit hours, delivery modes, focus of program), degree policies or changes that exceed the University’s minimum, or other substantial changes in curriculum will not be implemented without the approval of the Provost and Vice President for Academic Affairs or designee. Curricular changes should be submitted on the Curricular Approval Form. New minors or changes to minors should be submitted on the Proposal for a New Minor, New Interdisciplinary Minor, or Significant Changes to an Existing Minor form.

a. Recommendations at the appropriate department/school, college, and University levels will precede the decision by the Provost and Vice President for Academic Affairs or designee. This process includes department/school chairs, departmental and college governance committees related to curriculum, the dean or designee of the academic college and the Faculty Senate (when applicable, such as for General Education requirements) or comparable approving bodies for programs not housed in a specific department/school or college.

b. In addition, all proposed changes in curriculum that rely upon the resources of another college or department will require consultation and agreement by the providing unit prior to approval by the Office of Academic Affairs.

2. All curricular changes will be fully documented and indicate all approvals. At a minimum, this documentation will include a full description of the change, rationale, resources needed if applicable, and implementation process, which will include a plan for notification of students and a timetable if applicable.

3. Approved changes will be effective with the publication of the next Catalog. Changes shall not normally be applied to students graduating under earlier Catalogs.

4. Changes may not be accepted during the Catalog preparation period. Curricular changes that are intended to be effective at the beginning of the following academic year should ordinarily be submitted by December 10.

B. Credit-Bearing Courses

All requests for new credit-bearing courses or course changes must be submitted electronically using the University’s catalog management system. After the initial submission, new course and course change requests proceed through an electronic workflow consisting of the department chair, the College Curriculum Committee (graduate or undergraduate), the college dean designee (graduate or undergraduate), the catalog administrator in Academic Affairs (graduate or undergraduate), and the Office of the University Registrar. In addition, general education courses at the undergraduate level must be approved by Committee A of the Faculty Senate; the committee is included in the electronic workflow for these courses.

1. Changes in courses and course deactivations that are offered as service courses or requirements for majors in other departments should be discussed with the chairs of such departments prior to submission.

2. Requests for changes in existing courses to be active for the next academic year should ordinarily be submitted by December 1. Approved changes in existing courses will be effective with the publication of the next Catalog. Requests for new courses may be submitted at any time; these will be effective no sooner than the next semester.

3. The Office of Academic Affairs will identify courses not offered for five years and inform the affected department chair and dean that the courses will be deactivated. These courses will remain active only upon the request of the department/school chair and approval from the Office of Academic Affairs.

C. Noncredit Courses

All requests for new noncredit courses or course changes must be submitted electronically using the University’s registration system for noncredit courses. Requests are submitted to the School of Continuing Education after review and approval by the appropriate budget unit director or designee.

- Approved by the president

January 22, 1988

Revised August 4, 1996

Revised October 28, 2004

Revised April 9, 2007

Revised October 17, 2012