

Approval of Curricular Changes, New Courses, and Course Changes**A. Curricular Changes**

- 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 appropriate executive vice president or designee, and approval by the State Council of Higher Education (SCHEV) when required. Curricular changes, new minor proposals, or changes to minors must be submitted using the relevant and appropriate forms. The accrediting body, Liaison Committee on Medical Education (LCME), requires the School of Medicine (SOM) curriculum to be managed by a centralized curriculum committee made up of predominantly SOM faculty.

- Recommendations at the appropriate department/school, college, and University levels will precede the decision by the appropriate executive VP. This process includes department, and college/school governance committees related to curriculum, the dean or designee of the academic college/school, 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.

- In addition, all proposed changes in curriculum that rely upon the resources of another department or college/school will require consultation and agreement among all collaborating units prior to approval by the appropriate executive vice president.

- 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.
- Approved changes will be effective with the publication of the next Catalog. Changes shall not normally be applied to students graduating under earlier Catalogs.
- 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/School Curriculum Committee (graduate or undergraduate), the 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.

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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 to 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 [Division](#) of Academic Affairs will identify courses not offered for five years and inform the affected department/school Chair and Dean that the courses will be deactivated. These courses will remain active only upon the request of the department 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
Revised May 25, 2021

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In the first paragraph we added that SCHEV approval may be needed. This will be assessed as part of the regular workflow

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Since we cannot list all forms we changed this sentence to say "must be submitted using the relevant and appropriate forms."

Page 251: [6] Commented [A4] Author

These forms are available on this page: <https://www.odu.edu/acadaffairs/forms>

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Should we specify how this consultation (and approval?) is documented in the curricular proposals?

Page 251: [15] Commented [A6R5] Author

Carrie - please address this question. I think it is part of the workflow, right?

Page 251: [16] Commented [A7R5] Author

Gail follow up with Carrie

Page 251: [17] Commented [A8R5] Author

It is done in the workflow approval process of the curricular change form. But I don't believe we want to mix that process into the policy statement. The policy statement is merely one cannot add curriculum that depends on other department's resources without agreement from said department.