



Darden College *of*
Education *and*
Professional Studies

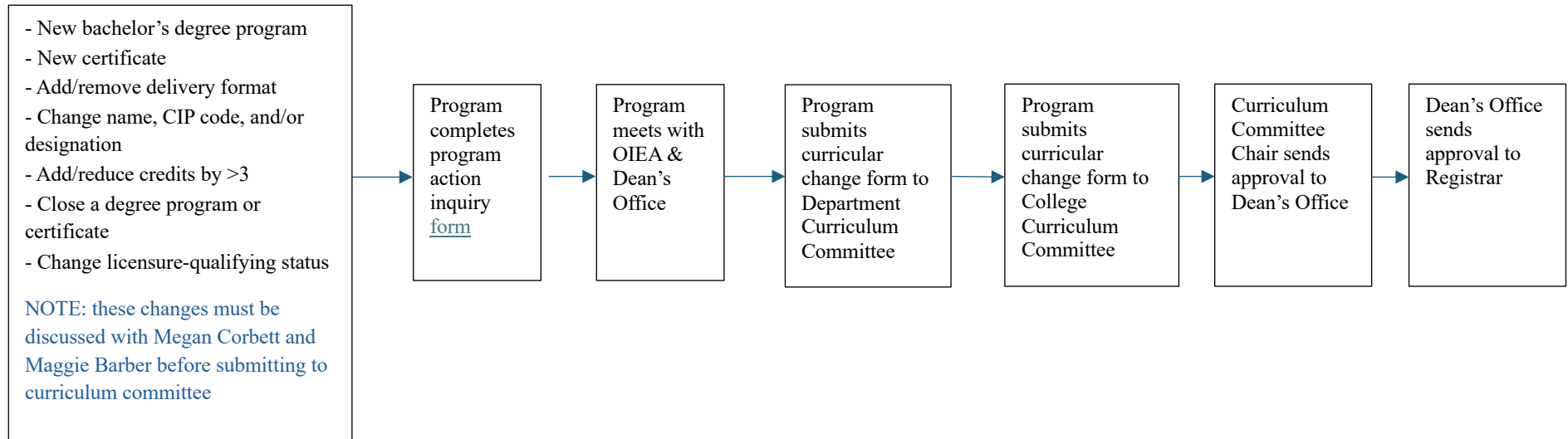
College Curriculum Change and Program Development Handbook

Undergraduate Programs

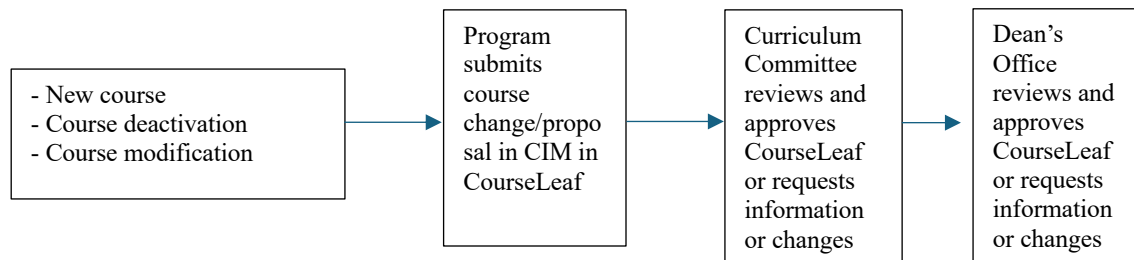
2025-26

OVERVIEW OF CURRICULUM CHANGE PROCESS

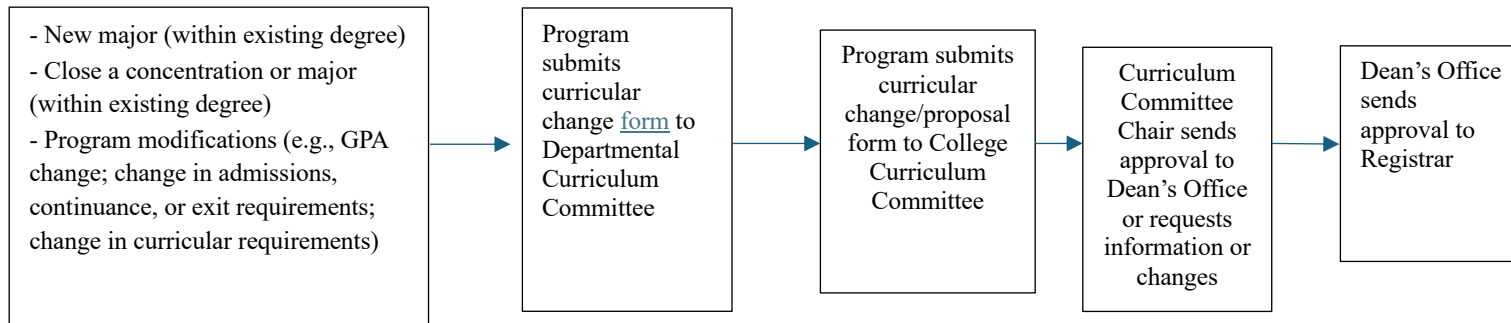
Changes Requiring SCHEV and/or SACSCOC Approval



Internal Changes: Courses



Internal Changes: Majors, Concentrations, Degrees, and Modifications



University Curricular Change & New Proposal Timeline

Course Inventory Management (CIM) System

- Opens: September 2, 2025
- Closes: November 3, 2025

Updates to Catalog Content for 2026-27 Catalog

- Opens: October 1, 2025
- Closes: December 15, 2025 (final deadline for all changes)

Deadline for final approval of all curricular change proposals

- October 14, 2025 (DCEPS internal deadline)
- November 3, 2025 (university deadline)

Key Dates for Degree Programs Needing External SCHEV and/or SACSCOC Review

Note: all changes or new proposals including the following must go through external review and approval following internal college and university approval. Any questions about this process should be directed to Megan Corbett at m4smith@odu.edu. Please copy Maggie Barber (mebarber@odu.edu) as well.

Programs needing external review must first be reviewed and approved by the dean. In addition to going through review and approval by curriculum committee, they must be approved by Faculty Senate Committee A (undergraduate) and the ODU Board of Visitors. Megan Corbett oversees submission of proposals to these groups. Given the logistic challenges of getting curriculum proposals through both the internal and external processes, programs are encouraged to submit their curricular proposals to the curriculum committee as soon as possible in the Fall semester.

Faculty Senate Committee A (Undergraduate)

The committee will be meeting September 10, October 8, and November 12 at 3 PM during the Fall 2025 semester.

ODU Board of Visitors

- October 9-10, 2025
- December 11-12, 2025
- April TBD
- June TBD

Timeline for Programs Seeking New Teacher/Administrator Licensure Approval

Programs intending to establish a new degree or non-degree pathway to initial or advanced educator licensure should contact Maggie Barber (mebarber@odu.edu) about the process and VA licensure regulations.

- **February 1, 2026:** Dean's office to submit intent to establish new licensure pathway to VDOE
- **March 31, 2026:** Dean's office to submit new licensure proposal and matrix

DCEPS Departmental Undergraduate Curriculum Committee and Departmental Approval

Each department must establish and maintain a functioning curriculum committee composed of at least three full-time faculty members, one of whom must be a member of the DCEPS Undergraduate Curriculum Committee. Each department must design and follow an operational review and approval process. Any changes to the membership on the College curriculum committee must be reported to the dean's office, who will submit that update to the Registrar's Office to ensure access to the Course Inventory Management System.

The department Undergraduate Curriculum Committee's primary responsibility is to review all program- and course-related actions as well as actions related to other curricular components such as concentrations, minors, clusters, courses, and certificates, and make recommendations for approval or rejection to the department chair and to the DCEPS Undergraduate Curriculum Committee. The chair should ensure that the tracking log maintained in the dean's office by Dorothea Harris-King (dharrisk@odu.edu) documents the following information for each proposal reviewed:

- Date proposal received
- Date reviewed and approved OR date sent back to program with request for clarification or revision (with reason for request)
- If approved, the vote by committee members
- Date sent to the Registrar

DCEPS Undergraduate Curriculum Committee Membership & Duties

The College Undergraduate Curriculum Committee will consist of one elected faculty member from each department in DCEPS, drawn from the departmental curriculum committees.

Because curricular changes must be approved by the end of the Fall semester for inclusion in the following Fall Undergraduate Catalog, the bulk of the committee's work occurs during the Fall semester. However, the committee will review proposals throughout the academic year. Programs are strongly encouraged to submit curricular change proposals as early in the semester as possible. The committee will continue to review proposals throughout the academic year, but approvals after the university catalog deadlines will not go into effect for another full year (e.g., if they are approved March 2026 they will be included in the 2027-28 catalog).

Duties of Committee members include:

- Review and vote on new degree and concentration proposals
- Review and vote on new course proposals
- Review and vote on requests to close programs
- Review and vote on requests to deactivate courses
- Review and vote on degree/certificate/courses modification proposals (e.g., change in total credit hour requirement; change in comprehensive examination; change in admissions, continuance, or exit requirements)

The committee may consider changes to program requirements that exceed University minimum requirements but may not approve changes that do not meet those minimum requirements (e.g., a program may require a GPA for admission higher than the university minimum, but it may not establish a lower GPA).

Training for using CourseLeaf, ODU's catalog management system is available on the ODU CourseLeaf [page](#)¹.

Curricular Change Process

The impetus for developing, discontinuing, or modifying a new program, concentration, major, or certificate typically originates within the academic program and department associated with the proposed action. New or discontinued degree or certificate programs, major program modifications, and new majors must be discussed with the Dean's Office to ensure there is sufficient demand for the programming as well as adequate resources to support the change (e.g., launching a new degree may increase workload demands on program faculty). The program may be asked to prepare a market analysis to demonstrate there is sufficient market demand to support the development of a new program. In addition, consultation with the Dean's Office will help determine whether a State Council for Higher Education in Virginia (SCHEV) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) review is required, as well as if there are any licensure or disciplinary specialized professional accreditation implications.

Please note: SCHEV requires that all new degree proposals must already have been submitted by ODU on its six-year plan (submitted by ODU every two years). Involving the DCEPS Dean's Office early in the program development process will help ensure that the proposed program is aligned with the university's priorities and included on the six-year plan.

If the proposed change involves one or more of the actions listed below, then program faculty must complete a [Program Action Inquiry form](#)²:

- Establish a new bachelor's degree program
- Establish a new undergraduate Certificate program
- Add/remove delivery format to online or in-person
- Change name, Classification of Instructional Programs (CIP) code, and/or designation of a degree/certificate
- Change program purpose/focus
- Add/reduce program credit hours by 3+ credits
- Discontinue/close a degree program
- Change licensure-qualifying status (note: if a program leads to VDOE educator licensure, please contact the Associate Dean for Academic Programs & Assessment to review the process for adding, removing, or modifying an approved licensure program on file with VDOE)

Completing the program action inquiry form will initiate a conversation with the Office of Institutional Effectiveness & Assessment to discuss SCHEV and/or SACSCOC requirements and possible program proposals. Please note that processes requiring external review/approval from SCHEV and/or SACSCOC will extend the approval timeline, so consult with the Dean's Office and the Office of Institutional Effectiveness & Assessment to review the process and anticipated timeline. After completing the action inquiry form and meeting with the Office of Institutional Effectiveness & Assessment and the Associate Dean for Academic Programs & Assessment to discuss the external

¹ Link found at: <https://www.odu.edu/acadaffairs/courseleaf>

² Link found at: https://odu.co1.qualtrics.com/jfe/form/SV_393zqWbVcGUqKHk from the ODU Office of Institutional Effectiveness & Assessment

review process, the program may submit the curricular change form to the Undergraduate Curriculum Committee or to CourseLeaf as outlined below.

Review Process

All curricular changes other than those listed below need to be submitted to the department and college curriculum committee for review and approval:

- Changes in program contact information in CourseLeaf
- Minor changes in course titles, such as those to reflect changes within discipline for accepted terminology

All changes/proposals that undergo review by the departmental and college curriculum committees must complete the full university (and external SCHEV/SACSCOC, if appropriate) review process before changes may be made to the Undergraduate Catalog. Curricular change actions must be submitted to the Undergraduate Curriculum Committee Chair (with a copy sent to dharrisk@odu.edu) electronically using the [Curricular Request Form](#)³ with all required signatures, including the requestor and department chair. If changes are made to the catalog without completing the university review process, the changes will be removed. **New, discontinued, and modified programs must be submitted using the Curricular Request Form. Course additions, discontinuations, or modifications must be submitted to CourseLeaf.**

The DCEPS Undergraduate Curriculum Committee Chair, once notified of a pending proposal submitted either through a Curricular Request Form or CourseLeaf, will prompt committee members to review the proposals. A DCEPS Undergraduate Curriculum Committee Teams folder has been created to manage all pending proposals and committee decisions. The Undergraduate Curriculum Committee will consider the following questions when reviewing curricular actions:

- Is the proposed change/addition one that requires external review? If yes, has the program submitted a program action inquiry form?
- Is the proposed program or course overlap with already existing programs/courses at the College or University? *Please direct the program to the Dean's Office to determine if the proposed overlap is permissible.*
- Has evidence been provided supporting the addition/modification of the proposed course or program?
- Has the proposal been approved by the department chair (or chairs, if proposal bridges two departments)?
- Is the action in keeping with the mission of the college?
- Is the curricular action offered by the appropriate department within the college?
- Will the curricular action replicate or affect another course or program in the college?
- Is the curriculum action based on sound practice within the profession?
- Have the learning outcomes (knowledge, skills, and dispositions) that students are expected to demonstrate been adequately identified?
- Have possible effects on other programs been coordinated with the appropriate departments or program coordinators (e.g., prerequisites, co-requisites)?

³ chrome-extension://efaidnbmninnibpcjpcglclefindmkaj/https://www.odu.edu/sites/default/files/2023/documents/curricular-change-form.pdf

- If the proposal is related to a major under an existing degree, will the proposed change affect the shared core required across all concentrations under the same degree (SCHEV requires that majors under a bachelor's degree share 25% of courses).

If the committee members have questions or require clarification, the Chair will request additional information from the individual who submitted the proposal. The Chair may make requests on behalf of the committee to revise the proposal to clarify any items in question before the committee votes on the proposal. Committee decisions are made with a majority vote of the members and may be made virtually.

After considering the information provided, the Chair will take one of the following actions:

- 1) Sign the curricular change form and recommend program proposal for approval to the Associate Dean for Academic Programs & Assessment via email, copying dharrisk@odu.edu, as well as the department chair and program director so that they are also notified of the approval.
- 2) Approve new, modified, or deactivated courses within CourseLeaf.
- 3) Forward actions that are not recommended for approval to the Associate Dean for Academic Programs & Assessment with a written statement that provides the reasons why the proposed action was not approved. The department chair and program director should also be notified.

The Committee will maintain a record of its work in a spreadsheet in the Teams folder.

The Associate Dean for Academic Programs & Assessment will review the recommendation from the Committee and will either sign and send the form to the Registrar or will communicate with the Committee and program about any concerns.

Information for Programs Submitting New Courses for a New Pending Program Proposal

If your program is submitting new courses for review in the Coursework Inventory Management (CIM) System and you are also submitting a new program proposal, submit the new course proposal to CIM first so that the courses are in the system when the committee reviews your new program proposal. If you are requesting the creation of a new subject prefix for your courses, please notify courseleaf@odu.edu before submitting your new course proposals so that the Registrar's Office can set that up in Banner and CIM.

Appendix A

Course Inventory Management (CIM) Overview

What is CIM?

CIM (the Course Inventory Management module of CourseLeaf) is a system through which departments may propose new courses, update courses, and propose course deactivations. Once a proposal is submitted, it goes through a pre-set workflow for approval. Once the course makes it completely through the workflow, it will be set up in Banner and will appear in the next catalog (provided it is submitted before the deadline).


To access CIM: nextcatalog.odu.edu/courseadmin

Training: Once ready, training information will be available at <https://www.odu.edu/acadaffairs/courseleaf> each year.

Deadlines: Once set, the deadline for course submissions in CIM will be posted at <https://www.odu.edu/acadaffairs/courseleaf> each year. Please note: following the posted college review deadline is imperative to ensure the university catalogs are published in a timely manner. CIM will close for submissions after the deadline.

To propose a new course in CIM:

Select Propose New Course and complete the data elements listed. Anything with a red box around it is required, but please provide as much information as you can. If you see the “Administrative Coding” section on a proposal, you can leave it alone—this section is for catalog administrators only. New courses can be proposed for any future term, but they will not appear in the catalog until it is published next.

If needed, you can click the help bubble  next to a given field for more information regarding that field.

To change or deactivate a course:

Enter the course to be changed in the search bar, select Search, select “Edit Course” or “Deactivate” and complete the data elements to be changed or an end term for course deactivation.



Updates to an existing course should only be made for the following Fall term. Do not make changes to a course in the middle of the academic year.

For deactivations, please enter *the last term the course will be offered*. For example, if a course will be offered for the final time during the summer 2026 semester, put “Summer 2026” in the “Last term this course will be offered” field.

Reviewing Course Proposals

If you are in the workflow as an approver, you will receive an automated email from Catalog Editor with a link to click on to review/edit and approve changes for courses as in the example below.

[CIM Courses] Review Request: AA Committee Chair

 Catalog Editor <odu@notify.courseleaf.com>
To: ● Alexander, Sommer L L.
Retention Policy Deleted Items 60 Days (60 days)
 We removed extra line breaks from this message.

  Reply  Reply All  Forward  

Thu 10/17/2024 8:23 AM

Expires 10/17/2025

EXTERNAL to ODU: This email is not from an ODU account. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sommer:

There are pending course change proposals awaiting your review, including DASC 300T: Foundations of Data Science.
Please visit:

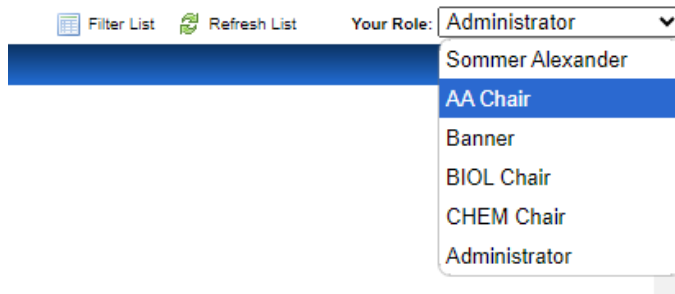
<https://nextcatalog.odu.edu/courseleaf/approve/?role=AA%20Committee%20Chair>
to review the changes and provide your feedback.

For questions or information regarding this email, please email courseleaf@odu.edu.

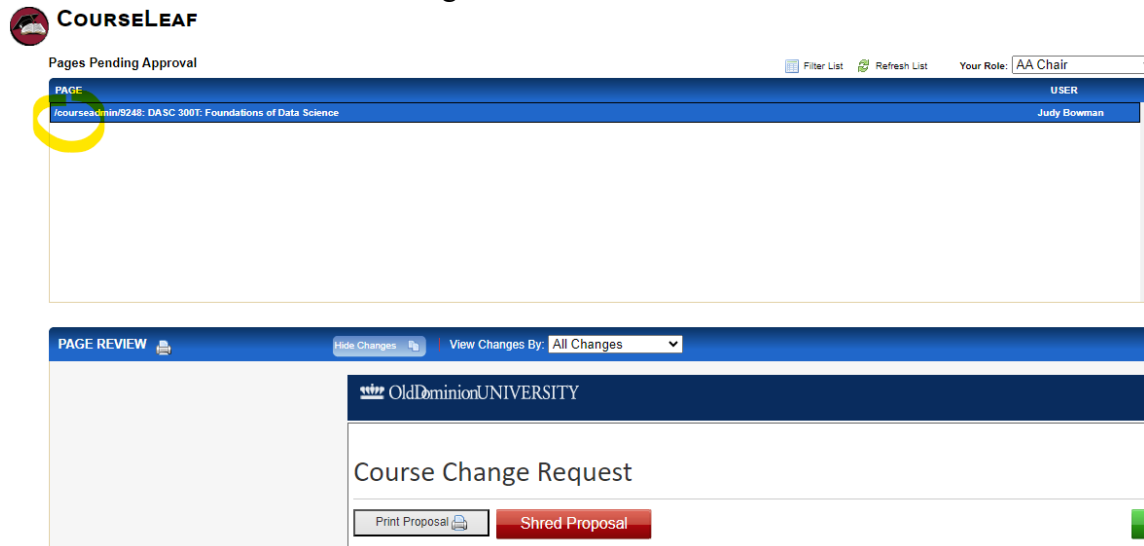
Thank you.

-- CourseLeaf

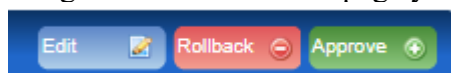
If you do not see anything when you follow the link provided in the email, please select your name or role from the “Your Role” dropdown menu:



Once you select your role, you should see a list of pages for your review. Click on the page you'd like to review and scroll down to see the changes:



Once you review the page, you have a few options. You can either edit the proposal and then approve, rollback the proposal to a previous editor with instructions on what to correct, or approve the proposal as-is. Approving the proposal will send it to the next step in the workflow. These options are found on the upper right-hand side of each page you're reviewing:



Help

Help can be found by clicking the Help button in the right-hand top corner or at [Help.courseleaf.com](https://help.courseleaf.com). You can also email courseleaf@odu.edu for assistance if needed.



CURRICULAR REQUEST FORM

Please note: All requests must be approved by the Department Chair, College Curriculum Committee, Dean/Associate Dean, and the External Department Chair(s) (if the proposal impacts or involves another program) before submission to Academic Affairs (Undergraduate Catalog) or the Graduate School (Graduate Catalog) for final review and approval. Be sure to submit requests timely, in accordance with established catalog deadlines.

College/School:	Department/School:
Requestor's Name:	Requestor's Email:
Program Level:	Proposed Effective Date (SEM/YR):
Type of Program:	
Name of Degree or Certificate Program (include major or concentration, if applicable):	

PROPOSED ACTION

EXIT THIS FORM AND BEGIN WITH THE [PROGRAM ACTION INQUIRY \(LINK\)](#) WHEN PROPOSING....

New Undergraduate Degree Program	New Graduate Degree Program
New Undergraduate Certificate Program	Change Program Purpose/Focus
New Graduate Certificate Program	Add/Reduce Program Credit Hours by 3+ Credits
Add/remove delivery format to online, hybrid, in-person	Discontinue/close a Degree Program
Change name, CIP code, and/or designation of a degree/certificate	Change licensure-qualifying status

OR

CONTINUE COMPLETING THIS FORM WHEN PROPOSING (select applicable proposal)

Add/revise/discontinue major (undergrad) or concentration (grad)	Change Continuance Requirements
Change GPA Requirement (GRAD Only)	Change Exit/Graduation Requirements
Change Degree or Curriculum Requirements	Change to Admission Requirements
Other:	

APPROVALS: Information on the following pages must be completed before signatures are obtained

Requestor	
Department Chair	
External Department Chair(s), if appropriate	
Chair, College Curriculum Committee	
College Dean/Associate Dean	

****SEND TO ACADEMIC AFFAIRS (UNDERGRADUATE CATALOG) OR THE GRADUATE SCHOOL (GRADUATE CATALOG) FOR THE ADDITIONAL APPROVALS BELOW****

Undergraduate or Graduate Catalog Administrator	
Office of Institutional Effectiveness & Assessment	
Vice Provost for Academic Affairs/SACSCOC Liaison	

After final approval, the Undergraduate or Graduate Catalog Administrator will provide copies of the form to the SCHEV Liaison, the Office of the University Registrar, the Office of Institutional Research, and the relevant college(s) and departments.

NOTE: DO NOT UPDATE OR REMOVE CATALOG CONTENT UNTIL APPROVAL IS RECEIVED.

1. Description of Proposed Change:

2. Rationale for Proposal:

3. Program, Major/Concentration, or Certificate Description and Requirements (to be used for Catalog text):

If proposal includes new or revised courses, please submit the appropriate information through the online Course Inventory Management (CIM) process in CourseLeaf (nextcatalog.odu.edu/courseadmin). Note: Specific content courses are expected for each *certificate* proposal. **(Attach additional sheets, if necessary.)**

a. Admission Information (include requirements, standards, and deadlines, if applicable):

b. Degree Requirements:

- c. Curriculum (Include complete Course List and/or Plan of Study – Indicate total number of credit hours:

d. If there is an increase or decrease in the total number of credit hours required for the degree, please specify and explain the change.

e. Continuance Requirements, if applicable:

f. Exit or Graduation Requirements, if applicable:

4. Assessment Plan for new or revised programs, majors/concentrations, or certificates: Completed in coordination with the Assistant Director for Assessment. Please provide a summary of the planned assessment action.

5. Target Audience, if new degree, major, concentration, or certificate *(be specific)*:
6. Course Delivery Modes *(please note if a new delivery mode is being added or if the delivery mode is changing)*:
7. Additional funding needed beyond existing resources:

FOR ADMINISTRATIVE USE ONLY

ADMINISTRATIVE CODING

Effective Term: _____

Major Code: _____

College: _____

Degree Code: _____

Department: _____