III.A. CURRICULUM CHANGE AND APPROVAL
Drafted March 2019; Revised December 2019

Program, course, and catalog changes (including Distance Education and Certificate Programs) usually originate from professional track faculty in the various teaching areas. On occasion program and course changes are initiated by the College Dean, Associate Dean, or the other Colleges to meet changing needs. The process for development and revision of programs and courses must align with university procedures 11.10.99.C0.01 Development of New Academic Programs, 11.10.99.C0.02 Development of Certificate Programs, 11.10.99.C0.03 Development of Courses and Catalog Revisions, and 11.10.99.C0.04, Distance Education Programs.

The progression for changes is as follows:

1. The discipline coordinator/faculty present(s) in writing the proposed change to the Associate Dean.
2. The Associate Dean reviews and suggests any advisable changes to the discipline coordinator/faculty and the Dean. The Associate Dean is responsible for advising other disciplines affected by any of these changes.
3. The Dean transmits the proposed change to the Curriculum Committee, as the Curriculum committee is advisory to the Dean.
4. The Curriculum Committee acts on the proposed change(s) and returns its recommendation to the Dean.
5. The Dean places the recommended change on the agenda for faculty action in a faculty meeting. If the change is approved by a majority vote, the Dean submits the change to the Curriculum Committee for their review.
6. The Associate Dean, Dean, and the Provost office are responsible for seeing that changes are appropriately published and included in catalog revisions. Changes are approved by the Undergraduate or Graduate Councils and the Faculty Senate during the catalog approval process.

If at any step above, a negative action is taken, the process is either stopped or reverts once again to the discipline faculty for revision or termination.

Course Proposal Exception:

Course proposals receiving unanimous approval by the Curriculum Committee will be considered automatically approved by the Faculty and placed on the faculty meeting agenda as a point of information. Courses receiving less than unanimous approval by the Curriculum Committee but receiving a majority of support will be recommended to the Faculty with the vote split published in the agenda.