

**3359-20-05.2 Curricular changes.**

- (A) University-wide approval required: The following curriculum changes require university-wide approval:
- (1) Addition of courses.
  - (2) Deletion of courses.
  - (3) Changes in bulletin descriptions.
  - (4) Addition of degrees, majors, minors, tracks, certificates and programs.
  - (5) Changes in degrees, majors, minors, tracks, certificates and programs.
  - (6) Deletions of degrees, majors, minors, tracks, certificates and programs.
  - (7) Proposals to change any university-wide curriculum requirements.
  - (8) Changes of general education requirements.
- (B) Proposing a curriculum change.
- (1) Each college shall have its own procedures for proposing curricular changes consistent with the requirements of this rule. These procedures shall be described on the college website or in a document that is available from the dean's office.
  - (2) Curriculum change proposals shall originate within the academic unit that is to offer the course(s). Curriculum change proposals may be initiated only by full-time faculty as defined by the academic unit.
    - (a) For purposes of this rule, "academic unit" means any group having a separate identity that participates in the offering of curricula. It includes academic departments, schools that do not have departments, colleges that do not have departments or schools, and institutes and centers that offer courses of academic study.
    - (b) When an interdisciplinary curriculum change is proposed that involves more than one academic unit, one unit shall be designated as the originating unit, but each unit involved must approve the proposal before it is reviewed by the college(s).
  - (3) Proposals may be submitted to the automated curriculum review system at any time.
- (C) College review: After a curriculum change proposal has been approved by the academic unit(s), the appropriate college review committee(s) shall review and approve or disapprove the proposal. The college review committee may request clarification of or

changes to the proposal before it approves or disapproves it. All such requests and subsequent changes shall be recorded in the automated curriculum review system. A majority of the members of the college review committee shall be full-time faculty members of the college who do not also hold administrative appointments.

- (D) Institutional review: A curriculum change proposal that has been approved by the college(s) shall be released by the authorized personnel of the college(s) for institutional review. Institutional review bodies with a role in recommending proposals for approval include graduate school, general education advisory committee (GEAC), and curriculum review committee (CRC). Institutional review bodies without a role in recommending proposals for approval but which need to be notified and may wish to make comments, include university libraries, registrar, and institutional research.
- (1) If an institutional review body recommends changes to a proposal, the originator of the proposal may make such changes, subject to approval by the academic unit and college if required by college procedures. Any such changes shall be recorded in the automated curriculum review system.
  - (2) Any institutional review body may make comments on proposals, and these comments shall be recorded in the automated curriculum review system.
  - (3) Institutional review bodies with a role in recommending proposals for approval shall do so in the automated curriculum review system.
  - (4) GEAC shall be a subcommittee of CRC, and shall be responsible for reviewing curriculum change proposals that affect general education requirements.
- (E) University-wide review.
- (1) Two weeks after the curriculum change proposal was released for institutional review, it shall be reviewed by CRC.
  - (2) CRC shall be responsible for reviewing curriculum change proposals from a comprehensive, university-wide perspective. This review shall consider, among other things, the appropriateness of the academic unit offering the course(s) or program(s) and the effect the proposal may have on academic units in the colleges.
  - (3) The CRC shall consider any recommendations for changes or comments that may have been made by institutional review bodies.
  - (4) If there are any unresolved recommendations or comments from institutional review bodies, CRC shall attempt to resolve these issues.

- (5) The CRC shall recommend to the faculty senate either that it approve or that it disapprove the proposed curriculum change. Each such recommendation shall be reported to the faculty senate at its next regular meeting.
- (F) Faculty senate review: The faculty senate shall either approve or disapprove each curriculum change proposal reported by the CRC. Proposals that are approved by the faculty senate shall be forwarded to the office of academic affairs.
- (G) Provost review: The senior vice president and provost or his or her designee shall, within two weeks, approve or disapprove any curriculum change proposals forwarded to it by the faculty senate and shall inform the originator of the proposal and the faculty senate of his or her decision. If a proposal is disapproved, a statement of the reason(s) for the disapproval shall be included.
- (H) Deadlines: The deadline periods specified above shall include only days that fall within the fall or spring semester, excluding university holidays and recesses.

Effective: 4/20/2019

Certification: \_\_\_\_\_  
M. Celeste Cook  
Secretary  
Board of Trustees

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