

Faculty Handbook

II.M. Curriculum Changes (process and approvals for program/course adjustments) (Pg. 41-42)

“Academic program curriculum changes originate in the departments and colleges. Undergraduate program curriculum changes require approval by the department curriculum committee, department chair/program director, college curriculum committee, college dean and the Undergraduate Curriculum Council (UCC) and the Provost and Vice Chancellor for Academic Affairs and Research grants final approval.

Curriculum changes for graduate programs require approval of the department graduate committee, department chair, college graduate committee, dean of the college, the Graduate Council and the Provost and Vice Chancellor for Academic Affairs and Research.

The role of the departmental curriculum committee is to work with the department chair in developing the curriculum. Changes to the curriculum once approved by the department and chair will be presented to the college curriculum committee. The role of the college curriculum committee or the college graduate committee is to evaluate proposed changes submitted by the departmental committees and recommend curriculum changes to the dean. The dean has the responsibility of approving or disapproving recommendations forwarded to him/her by the college curriculum committee or the college graduate committee. Changes to the college undergraduate curriculum approved by the dean will be submitted to the UCC. Those pertaining to graduate curriculum will be sent to the Graduate Council (GC).

The UCC or GC will evaluate proposed changes and make a recommendation to the Provost and Vice Chancellor for Academic Affairs and Research. Advance planning is required to permit the orderly preparation of the university bulletins and class schedules. Regular courses may not be taught until they have been published in the university bulletins. Special courses and non-degree credit courses may be taught without inclusion in the bulletins if assigned a special (900 series) course number and approved by the UCC/Graduate Council and the Provost and Vice Chancellor for Academic Affairs and Research. Such courses may be repeated upon approval of the Provost and Vice Chancellor for Academic Affairs and Research.”

For the most current information, consult the online Source Material at [Faculty-Handbook.pdf](#)

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