III.A. CURRICULUM CHANGE AND APPROVAL  
(Revised: July 15, 1995; July 15, 2005)

Program, course, and catalog changes usually originate from faculty in the various teaching areas. On occasion program and course changes are initiated by the Dean, Department Chair, or the other Colleges to meet changing needs. The College of Education generally requests, through the Deans, changes in teacher certification programs.

The progression for changes is as follows:

1. The discipline faculty approve and present in writing the proposed change to the Department Chair.

2. The Department Chair reviews and suggests any advisable changes to the discipline faculty and the Dean.

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.

6. If the change is approved, the Dean then places the recommended change on the agenda for Deans’ Council action if needed, and informs the Speaker of the Faculty Senate as needed. Other colleges are advised of any recommendation affecting their curricula.

7. The Department Chair, Dean, and Associate Vice-President for Academic Planning and Institutional Effectiveness are responsible for seeing that changes are appropriately published and included in catalog revisions. Changes are approved by 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.

**Undergraduate Course Approved for Graduate Credit:**

An undergraduate course approved by the Faculty to offer graduate credit will retain that status as long as the course remains current in the College and is taught by the faculty member whose proposal gained approval. Once the approved status has been attained, the course may be taught for graduate credit or not at that instructor's discretion with the approval of the Department Chair. Other faculty members wishing to teach the course for graduate credit must submit individual proposals.