PROCEDURES FOR NEW PROGRAMS AND CURRICULA APPROVAL

Step 1. *Department*

Faculty should prepare and submit the proposal package(s) for departmental approval. Prior to sending the package forward, please contact chairpersons and/or directors of academic or certification program(s) that will be affected by the changes. All parties affected by the new proposal must provide clearance for continuation of approvals.

Step 2. *School/College Curriculum Committee*

If the departmental faculty members approve the proposal, then it will be forwarded to the School/College Curriculum Committee Chairperson for review and approval.

Step 3. S*chool/College*

If the School/College Curriculum Committee members approve the proposal, then that committee's chairperson will present the document to the School/College full faculty body for approval.

Step 4. *New Programs and Curricula Committee of the Faculty Senate*

After School/College approval, the proposal package should be submitted to the New Programs and Curricula Committee chairperson. You will have access to a Faculty Senate calendar of events that includes dates proposal packages should be submitted to Committee for New Programs and Curricula, Committee meeting dates, dates proposals need to be distributed to all Senators, and Senate meeting dates. If changes in meeting dates occur due to scheduling difficulties, all parties will be notified in advance of meeting changes. Special meetings of this committee may be necessary.

* The New Programs and Curricula Committee will include members of the Faculty Senate and an ex-officio member from both the School of Graduate Studies and the Teacher Education Council. Either the Dean or administrator of the given division shall designate these members.

Check with the New Programs and Curricula Committee Chairperson or President of the Senate before preparing duplicate copies for the Committee membership. Check and preview the document thoroughly. Consequently, you may identify areas that must be modified before duplication for the committee's review.

Step 5. *Faculty Senate*

Upon approval by the Senate's New Programs and Curricula Committee, the document will be presented to the senators at the next scheduled meeting of the Faculty Senate for approval.

Step 6. *Provost's Approval*

After Faculty Senate approval, the President of the Faculty Senate will forward the package to the Provost for approval.

Step 7. *Registrar's Office*

The approved package will be sent to the registrar's office for inclusion into the new handbook and the current list of available courses. Copies of the final signature page will be sent to the department's chairperson of the curriculum committee and the senate president.

Proposal Review, Dissemination, and Approval

Two (2) **original** copies of the proposal package should be submitted to each reviewing body/official for SIGNATURE APPROVAL.

The chairperson or designee of the requesting department should maintain one **copy** for each level of approval.

The requesting department is responsible for the necessary **copies** to be distributed to members of each reviewing body.

The Faculty Senate Committee on New Programs and Curricula needs **15 copies**. Please submit your original to the committee chairperson prior to that committee's approval meeting.

After approval by the Committee on New Programs and Curricula, one copy of each package should be distributed to each senator.

If the proposal proceeds through all the reviewing bodies, the Chairperson of the Committee on New Programs and Curricula submits the **final copies** to the President of the Faculty Senate. The final signature page should possess all original signatures.

NOTE: Questions/concerns related to curricula changes and/or new program approval may be directed to the Office of the Provost.

* Although members of the School of Graduate Studies and Teacher Education Councils serve on the Faculty Senate Committee, you may use your discretion in presenting your proposal to either or both of these bodies as deemed necessary by your academic requests. Their inclusion on the New Programs and Curricula Committee serves as a means for departments to receive their input and approval without going through two extra steps.

Instructions for Completing and Organizing the Relevant Forms

SIGNATURES FOR APPROVAL OF CHANGES

Secure signatures in the order presented on this form. Clearly identify the faculty member responsible for initiating the proposal and its date of initiation.

SUMMARY OF PROPOSED CURRICULA CHANGES

Complete the pertinent information for Department, Chairperson Signature, and School/College.

The Page # should reflect the page number in which the course appears in the University Bulletin. The Entry # reflects the page number of the current document on which the entry appears.

If an already existing course needs to be changed, place that course number in the OLD column. Place an "X" in each column corresponding to a proposed change. For example, if you would like to change the course Number and Credit Hours, place an "X" in each of these columns. These changes should correspond to the information presented on the individual pages of your full document.

For ease of reading, arrange the entries numerically (lowest to highest) based on current (Old) course numbers.

PROPOSED COURSE CHANGES

Use this form if the request requires a Number, Title, Prerequisite, Credit Hour, or Description Change – or some combination of these.

A. OLD Course Column

<u>Number</u>

Place the original course's Prefix and Number in the Number space in the Old Course Column.

<u>Title</u>

Type the complete title in the Title space. Do not use abbreviations.

<u>Prerequisites</u>

Place the appropriate prerequisites in this space. Identify course prerequisites by prefix and course number.

Credits

Enter the credit hours. The number outside the parentheses represents the total number of credit hours for the given course. The first number inside the parentheses should reflect the number of lecture contact hours. The second number represents the number of laboratory contact hours. Two (2) laboratory contact hours are equivalent to one (1) lecture contact hour.

For example: 3(3-0) means that a three-hour course consists of three (3) lecture contact hours and no (0) laboratory hours. In contrast 3(2-2) means that the three-hour course consists of two (2) lecture hours and two (2) hours of laboratory.

Description

The course description should conform to basic rules of grammar, punctuation, capitalization, and spelling. Please check the document for typographical errors.

Semesters

Identify the semesters in which the course is to be offered.

B. REVISED Course Column

Place the pertinent course changes in the appropriate space in this column. Follow the same rules of presentation as that for the OLD Course Column. ALL spaces are to be completed. Do not use the term "Same" where no change is requested. Simply repeat the information.

Please use one course change form for each requested course change.

PROPOSED NEW COURSE

Use this form for courses that do not already exist in the course inventory. In cases where you are uncertain about the existence of a particular course number, please contact the registrar and obtain a course inventory for your department. Also, attach CURRENT and PROPOSED curricula guides to show implementation of the new course. You should use one new course form for each new course.

PROPOSED COURSE DELETION(S)

Complete this form if your request is to delete courses "housed" in your department.

You may wish to replace a course in your curriculum with another. If both courses are "housed" in the department, and you wish for the replaced course to be available for future use, simply show the change in the proposed curriculum. No course deletion form is necessary in this case.

Also, if you would like to remove a course that is "housed" in another department from your curriculum, you need to only show the change in the proposed curriculum. Considering that this action is not a course deletion, you do not have to complete a course deletion form. Keep in mind, the only courses that you can delete from your program are courses that are "housed" in your department.

COURSE CHANGES AS RELATED TO OTHER PROGRAMS

If changes may affect other curricula or programs of study, complete this form.

COURSE CHANGES AS RELATED TO RESOURCES

If the changes are for new courses or programs of study, complete this form. Notice that you must justify adding new courses to the curriculum. Thus, you must identify the need for additional resources as a function of the new changes.

CREDIT HOURS FOR GRADUATION

Complete this form if your request requires a change in credit hours for graduation.

ORDER OF PAGES

1. An unattached cover page should serve as the top page of the document.
2. Signatures for Approval of Changes (2 originals)

The remaining pages should be stapled and consist of, in the following order:

3. Summary of Proposed Curricula Changes (begin numbering the pages that follow this form)
4. Proposed Course Changes (Prepare one page for each course needing to be changed.)
5. Proposed New Course (Prepare one page for each new course.)
6. Proposed Course Deletions (Duplicate pages as needed.)
7. Course Changes As Related to Other Programs
8. Course Changes As Related to Resources
9. Credit Hours for Graduation
10. Current (Old) Curriculum Guides (BS, MS and Ph.D. as needed)
11. Proposed (New/Revised) Curriculum Guides (BS, MS and Ph.D. as needed)
12. Any other documents crucial to the decision making process, e.g., letter(s) of support from department(s) whose course(s) you are adding to your curriculum