

What goes to Curriculum Committee?

Policy Issues and Policy Changes

Policy issues go to Faculty Senate First

Policy issues are curricular changes that affect courses and programs involving multiple faculty groups. These curriculum proposals should be submitted to the Faculty Senate. Examples: Changing the structure of the GERs or establishing minors at UAS.

After approval by Faculty Senate, some policy change proposals are forwarded to the Curriculum Committee for review/approval. Example: Changes to the common requirements of the BLA

Minor Curriculum and Non-curricular Catalog Changes

Very minor curricular changes and non-curricular catalog changes do not need to be submitted to the Curriculum Committee. Minor changes go through the departmental approval process and then to the Registrar (curriculum changes) or the Chancellor's office (non-curricular changes).

Examples:

- Changing biographical information in back of catalog.
- Minor changes in a course name or description.

Substantive Curriculum Changes

Substantive curriculum changes should be forwarded to the Curriculum Committee after approval by the appropriate department.

Examples:

- Changing required courses within a degree program.
- Adding new courses.
- Major changes in course description or prerequisites.

Guidelines for Submissions

Guidelines for Submission (forms shown below)

- A curriculum change form must be submitted with each proposal.
- If creating a new course or modifying existing course content substantially, please submit an outline of the course content, including a rough time estimate of the hours spent on each topic.
- If proposing changes in required courses for an existing degree program, please include a complete listing of the degree requirements before and after the change.
- New degree program proposals must include additional documentation regarding needs assessments as well as proposed coursework.