**Effective**: October 1997

## Curriculum Approval Policy
## APPROVAL PROCESS for COURSES and PROGRAMS

**Revised**: August 12, 2009, Deans' Council
June 27, 2012, Deans' Council
December 11, 2013, Deans' Council
August 7, 2019, Deans' Council
December 4, 2024, Deans' Council

The following approval process is applicable to all courses and programs in associate degree and baccalaureate program offerings. New courses with a distance learning (DL) focus will follow the approval process for all new offerings. Explicit guidelines may be found in the *Distance Learning (DL) Course Approval Process* for converting existing courses into a Distance Learning delivery format.

**Curriculum Committee Reviews**

The addition of new courses and programs and the addition of specific designations of existing courses (e.g., general education course labels) will be proposed by one or more departments and submitted to the appropriate college curriculum committee(s) for evaluation. Proposals receiving negative decisions shall be returned to the initiating department(s), accompanied by a statement explaining the rejection rationale.

Proposals approved by the college curriculum committee(s) shall be forwarded to the appropriate University Curriculum and Academic Policies Committee (UCAPC) curricular committee. Proposals not approved by the UCAPC curricular committee shall be returned to the initiating department(s) accompanied by an explanation for the committee's decision.

Consistent with the faculty local agreement (Gateway Model Implementation and Curriculum Approval Workflow), proposals that are not acted upon within 14 days of submission to a college curriculum committee will move on for consideration by the next curriculum committee.

Any decision of a UCAPC curricular committee may be reviewed by the UCAPC; however, if a decision on a new course or the new designation of existing courses (e.g., general education course labels) is not challenged by the next UCAPC meeting after the UCAPC curricular committee decision, the decision will be considered approved by the UCAPC.

**Administrative Approval and Catalog Listing**

New courses and designations must be duly approved by the Provost before being listed among a semester's course offerings or being placed in the undergraduate catalog.

Each course description listed in the catalog shall include a statement of the number and type of class meeting hours per week and when the course is normally offered.

**Decanal Analyses of Resource Implications**

Course and program development and modifications frequently have serious implications for resource allocations. To ensure early administrative response to the financial implications of a curricular proposal, proposals submitted to the school curriculum committee(s) for evaluation will be submitted simultaneously to the appropriate college Dean. The college Dean will provide an assessment of the impact on resources in writing to the initiating department. Nothing in this statement shall be interpreted to mean that the Dean can delay or prevent courses and programs from being considered by the appropriate departmental, College, or University committee.

**Experimental Courses**

In order to encourage experimentation and to provide timely courses in a variety of areas, departments are permitted to offer one experimental course per calendar year, with the approval of the department. The course will not be offered again until it has been evaluated by the students and the department and approved according to the regular approval process.

1.  All experimental courses will be designated with a number ending in "79."

2.  Experimental courses may not count in General Education.

3.  As part of the course approval process, a department may request that a course originally offered on an experimental basis count retroactively as General Education and/or with a specific designation.

**Interdisciplinary Courses**

"Interdisciplinary courses" are defined to include the following categories:  1) courses that reflect inter-relationships among two or more disciplines, 2) Perspectives courses with interdisciplinary content, 3) courses cross-listed by two or more departments, or 4) divisional courses as provided and defined in the "Course Identification Policy."

In proposing interdisciplinary courses, departments of all disciplines significantly involved must be consulted by the course proposer(s).  The results of such consultation shall accompany the course proposal through all stages of the course and program approval process.

**Revision Notes**
12-3-2013  Faculty Senate recommended placing a time limit of 30 days for review
              by school curriculum committees.