

**Effective:** October 1997

**Curriculum Approval Policy  
MAJOR and MINOR COURSE and/or PROGRAM CHANGE PROCEDURES**

**Revised:** Faculty Senate, March 17, 2009;  
Deans' Council, August 12, 2009;  
Faculty Senate, June 05, 2012;  
Deans' Council, June 27, 2012

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**Minor Course Changes**

Minor course changes are changes that do not fundamentally alter the nature, function or accessibility of the course, nor impact on the ability of students to complete this or other courses in their program of study. Examples include: updating catalog descriptions, most course numbering changes, and course title changes.

Procedure

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all course changes early in the approval process.
2. Minor course changes affecting department majors only require approval of the department offering the course, the appropriate school curriculum committee, the school Dean, and the Associate Provost for Academic Administration.
3. Minor course changes affecting more than one department also require consultation with the affected departments.
4. Minor course changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).
5. Minor course changes for courses required of all University students or all students pursuing a particular degree (e.g. BSE) also require approval of the appropriate Faculty Senate committee: Undergraduate Course and Program Review Committee (UCPRC) or Graduate Course and Program Review Committee (GCPRC).
6. Following approval by the appropriate committee (school curriculum, TEC, or senate committee), it is the committee's responsibility to report its approval to the Associate Provost for Academic Administration for final determination and implementation. The Associate Provost will inform the pertinent University offices and Faculty Senate of final disposition.

## **Major Course Changes**

Major course changes are changes that fundamentally alter the nature, function or accessibility of the course, or impact the ability of students to complete this or other courses in their program of study. Examples include: adding most new course prerequisites, adding or deleting significant course content (including the addition of General Education course labels, including, but not limited to, Community and Cultural Diversity, G1, G2, G3, Laboratory, Perspectives, and Writing labels), requiring off-campus experiences, or changing the number of credits.

### **Procedure**

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all course changes early in the approval process.
2. Major course changes require approval of the department offering the course, the appropriate school curriculum committee, the appropriate Faculty Senate committee (UCPRC or GCPRC), the Faculty Senate, and the Deans' Council. The Provost will inform the pertinent University offices and Faculty Senate of final disposition.
3. Major course changes required for majors or minors in other departments also require consultation with the affected departments.
4. Major course changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).

## **Removal of General Education Designation Labels**

When a department elects to remove General Education labels (e.g., Community and Cultural Diversity, G1, G2, G3, Laboratory, Perspectives, and Writing labels), the Department Chair will notify the appropriate School Dean and the Associate Provost for Academic Administration. All department chairs will be notified by the Associate Provost for Academic Administration and given two weeks to communicate related concerns to their School Dean for discussion. Any issues will be resolved at Deans' Council in consultation with departments. Resulting course changes will be communicated to the Registrar's Office for implementation. Removal of a General Education label from a course must be done prior to or in conjunction with submission of the schedule for the effective semester to the Dean.

## **Inactivation and Reinstatement of Courses**

Prior to the annual release of the University catalogs, the departmental listing of courses shall be reviewed by the appropriate departmental committee(s). If a course has not been offered in the previous two years or planned for the next two years, the department shall either delete the course from the catalog or list the course as "offered infrequently." Courses deleted from the catalog will be considered inactive for six years after which they will be discontinued. Departments are encouraged to retain course materials and approved learning objectives for courses deleted from the catalog.

When a department elects to inactivate a course, the Department Chair will notify the appropriate School Dean and the Associate Provost for Academic Administration. All department chairs will be notified by the Associate Provost for Academic Administration and

given two weeks to communicate related concerns to their School Dean for discussion. Any issues will be resolved at Deans' Council in consultation with departments. Resulting course changes will be communicated to the Registrar's Office for implementation.

An inactivated course may be reinstated by submission of the approved learning objectives to the appropriate school curriculum committee and notification of the school Dean. The committee shall report its approval to the Associate Provost for Academic Administration. Once a course has been discontinued, the regular approval process for new courses must be used.

### **Minor Program Changes**

Minor program changes are changes that do not fundamentally alter the requirements, the length of time, or the academic preparation necessary to complete a particular course of study. Examples of minor program changes are: expanding the number of courses available in an elective block and renaming an option within a major.

#### **Procedure**

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all program changes early in the approval process.
2. Minor program changes affecting departmental majors only require approval of the department offering the program, the appropriate school curriculum committee, the school Dean and the Associate Provost for Academic Administration.
3. Minor program changes affecting majors or minors in other departments also require consultation with the affected departments.
4. Minor program changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).
5. For minor program changes affecting all University students or all students pursuing a particular degree, approval of the appropriate Faculty Senate committee (UCPRC or GCPRC) is required.
6. Following approval by the appropriate committee (school curriculum, TEC, or senate committee), it is the committee's responsibility to report its approval to the Associate Provost for Academic Administration for final determination and implementation. The Associate Provost will inform the pertinent University offices and Faculty Senate of final disposition.

### **Major Program Changes**

Major program changes are changes that fundamentally alter the requirements, the length of time, or the academic preparation necessary to complete a particular course of study. Examples of major program changes are: adding additional requirements to a major, adding an off-campus field experience, and significantly reducing the variety of courses in an elective block.

## Procedure

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all program changes early in the approval process.
2. Major program changes require approval of the department offering the program, the appropriate school curriculum committee, the appropriate Faculty Senate committee (UCPRC or GCPRC), the Faculty Senate, and the Deans' Council. The Provost will inform the pertinent University offices and Faculty Senate of final disposition.
3. Major program changes affecting majors or minors in other departments also require consultation with the affected departments.
4. Major program changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).

## Unresolved Issues

Unresolved questions regarding whether a change is major or minor shall be referred to the Provost and Vice President for Academic Affairs.