III.A.   **CURRICULUM CHANGE AND APPROVAL**
(Revised: November 10, 2017; August 21, 2025)

Program, course, and catalog changes usually originate from tenure-line faculty in the various teaching areas. On occasion program and course changes are initiated by the Director, Department Chair, or the other Colleges or Schools to meet changing needs. The process for development and revision of programs and courses must align with University Procedures *11.10.99.C0.01, Development of Academic Degree Programs*, *11.10.99.C0.02*, *Development of Certificate Programs*, *11.10.99.C0.03, Development of Courses and Catalog Revisions*, and *11.10.99.C0.04, Distance Education Programs*.

The progression for changes is as follows:

1. The discipline faculty vote to approve the change 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 Director. The Department Chair is responsible for advising other disciplines affected by any of these changes.
3. The Director transmits the proposed change to the Curriculum Committee, as the Curriculum committee is advisory to the Director.
4. The Curriculum Committee acts on the proposed change(s) and returns its recommendation to the Director.
5. The Director places the recommended change on the agenda for faculty action in a faculty meeting. If the change is approved, the Director submits the change to the University Curriculum Committee (UCC) for their review.
6. The Department Chair, Director, and the Provost's office are responsible for seeing that changes are appropriately published and included in catalog revisions. Changes are approved by the UCC 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.