

## **Policy 1-09: Curriculum Approval Procedure**

### **1. Creation or Major Alteration of Degrees and Certificates**

The creation of a new degree, minor, or certificate, or the alterations in the number of credit hours or the list of completion requirements for an existing degree, minor, or certificate requires approval by the following:

1. the curriculum committee of department(s) responsible for the program;
2. the faculty of the department(s) responsible for the program;
3. the College Curriculum Committee;
4. the College Council; and
5. additional entities specified by university policy (e.g., undergrad/grad council, academic senate, board of trustees, board of regents).

### **2. Creation of a New Course**

The creation of a new permanent course offering requires approval from the following:

1. the curriculum committee of the department(s) responsible for the course;
2. the chair(s) of the department(s) responsible for the course;
3. the chair of the College Curriculum Committee; and
4. the dean.

### **3. Major Alteration of a Course**

Major alteration in the content or learning objectives of an existing course requires approval from the following:

1. the curriculum committee of the department(s) responsible for the course; and
2. the chair(s) of the department(s) responsible for the course.

### **4. Alteration of a Course Title or Description**

Alteration of the title or description of a course for the university course catalog requires approval from the following:

1. the chair(s) of the department(s) responsible for the course;
2. the chair of the College Curriculum Committee; and
3. the dean.