

## Proposed Revision to R&P 3.2.1 Changes in Curricula and Courses

### 3.2 Curricula

#### 3.2.1 Changes in Curricula or Courses

Proposed course and curricular changes are deemed substantive if they meet one or more of the following four criteria:

- 1) They propose new courses or programs not previously approved by the university faculty. (Numbers and prefixes for all new courses must have the approval of the registrar.)
- 2) They propose changes in prerequisites, course level, content, and credit hours for existing courses and changes in requirements and focus for existing programs.
- 3) They affect programs or departments other than the one proposing the changes.
- 4) Dropping a course from the catalog for reasons other than its not being offered for more than two years.

### Curricula Changes

~~Substantive proposed changes require full university faculty approval.~~ The university approval process for **substantive proposed curricula changes** consists of consideration of proposed changes by either the Graduate and Research Committee (for proposed **curricula** affecting graduate students) or by the Educational Policy Committee (for proposed **curricula** changes affecting undergraduate students) and then by the ~~university faculty~~ **Senate Curricula Subcommittee**. When proposed substantive **curricula** changes affect both graduate and undergraduate students, those changes shall be reviewed by both committees before going to the ~~university faculty~~ **Senate Curricula Subcommittee**.

Proposed substantive **curricula** changes must have college approval before coming to either the Educational Policy Committee or the Graduate and Research Committee, and proposed changes must have approval from one or both of those committees (according to which level of student is affected) before coming to the ~~university faculty~~ **Senate Curricula Subcommittee** for approval.

Once proposed changes have received ~~university~~ **Senate Curricula Subcommittee** approval, the faculty secretary notifies the Registrar's Office to ensure that such changes are incorporated in the university catalog.

**If a proposed curricula change involves an interdisciplinary program, substantial participation by students from another college, is expected to substantially change course registration in another**

college, or concerns a topic that is generally considered to be in the remit of another college; the policy committee of the college that originated the proposed change will directly notify the other college(s)' policy committee(s) about the issue(s).

All concerned policy committees will submit their recommended approval or disapproval to either the Graduate and Research Committee (for proposed curricula affecting graduate students) or by the Educational Policy Committee (for proposed curricula changes affecting undergraduate students). If the Graduate Research Committee or Educational Policy Committee approves the curricula change then it will be sent to the Faculty Senate Curricula Subcommittee for its evaluation and, if approved, the faculty secretary will notify the Registrar's Office to ensure that such changes are incorporated in the university catalog.

### Course Changes

The university approval process for substantive proposed course changes consists of consideration of proposed changes by either the Graduate and Research Committee (for proposed graduate student courses) or by the Educational Policy Committee (for proposed undergraduate courses). If approved by either of these committees, the proposed changes will be submitted to the Registrar for incorporation in the university catalog. When proposed substantive course changes affect both graduate and undergraduate students, those changes shall be reviewed and approved by both committees before they are submitted to the Registrar for incorporation in the university catalog.

If a proposed course change involves an interdisciplinary program, substantial participation by students from another college, is expected to substantially change course registration in another college, or concerns a topic that is generally considered to be in the remit of another college; the policy committee of the college that originated the proposed course change will directly notify the other college(s)' policy committee(s) about the issue(s).

All concerned policy committees will submit their recommended approval or disapproval of the course change to either the Graduate and Research Committee (for proposed graduate courses) or by the Educational Policy Committee (for proposed undergraduate courses). If the Graduate Research Committee or Educational Policy Committee approves the course change then it will be submitted to the Registrar's for incorporation in the university catalog.

Non-substantive changes require only the department's approval. They are forwarded to the Registrar's office to ensure that such changes are incorporated in the university catalog.

#### 3.2.2.1 Cross-Listed Courses

All proposals to list a course in more than one department/program must be submitted by the appropriate college faculty for recommendation to the educational policy committee, which reviews the proposals before the faculty secretary will notify the Registrar's Office to ensure that such changes are incorporated in the university catalog. ~~they are submitted to the university faculty for final action.~~ Courses that are in programs in multiple colleges must be approved by

the policy committees of all colleges involved prior to being submitted to the Registrar for incorporation in the university catalog. ~~the university faculty.~~

- 1) A specific set of cross-listed courses will satisfy all requirements regardless of department prefix. This includes but is not limited to major, minor, grade point averages and distribution requirements.
- 2) A cross-listed course must have the same number and title in each department.
- 3) A student may change the department prefix of a cross listed course on his/her transcript only once, but no later than the end of the next regular semester after the student registered for the course. In no circumstance may the department prefix be changed after the awarding of the degree.
- 4) A cross listed course must have the same number of credits.
- 5) A cross listed course must have a primary or home department designated in the course description whenever possible.
- 6) A permanent course in the catalog may not be cross listed with a provisional course number with a different prefix.
- 7) All versions of the cross-listed course must have the same course description.