

31 January 2020

R&P 3.2 Curricula

3.2.1 Changes in Curricula or Courses

PROPOSED CHANGES (Deleted text is ~~struck out~~. New text is in ***bold italic***.)

Proposed substantive curricula or course 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 Subcommittee on Academic and Student Affairs. for approval. Once proposed changes have received Senate Subcommittee on Academic and Student Affairs approval, ~~the faculty secretary notifies~~ ***the Subcommittee's Chairperson will notify*** the Registrar's Office to ensure that such changes are incorporated in the university catalog.

If a proposed curricula ... 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 or courses affecting graduate students) or by the Educational Policy Committee (for proposed curricula or course changes affecting undergraduate students). If the Graduate Research Committee or Educational Policy Committee approves the curricula or course change then it will be sent to the Faculty Senate Subcommittee on Academic and Student Affairs for its evaluation and, if approved, ~~the faculty secretary~~ ***the Subcommittee's Chairperson*** will notify the Registrar's Office to ensure that such changes are incorporated in the university catalog.

Substantial course changes that meet criteria 4 or 5

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~~ ***the relevant Committee Chairperson will notify the Registrar to ensure that such changes are incorporated*** ~~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 ***the Chairperson of the Educational Policy, on behalf of both committees, will notify the*** ~~they are submitted to the Registrar to ensure that such changes are incorporated~~ ~~for incorporation~~ in the university catalog.

If a proposed course ... 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 ***the relevant Committee Chairperson will notify*** ~~it will be submitted to the Registrar's~~ ***to ensure that such changes are incorporated*** ~~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.