To insure that the college process for curriculum changes align with the university processes and procedures.

The process for curriculum review and changes are initiated at the program level. It is the assumption of the college, that program areas are thoughtfully reviewing and updating their programs on a regular basis. The formal process for changes to a program curriculum begin with initiating a rationale for the change that is forwarded to the department level curriculum committee. Changes to title, number, and prefix or intent to delete a course with an appropriate justification are added to a Form A for consideration. New courses require a Form B (Forms are available on the Academic Affairs webpage,) which ask a program area to compose a course title, description and justification along with other necessary information (See Form B). Form B’s must be routed through the department chair and library before consideration by the College Curriculum Committee, but may be considered by the department level committee before routing. Once the forms have been approved by the department level committee, they are considered by the college level committee. One should expect to make edits and other changes at all stages of the process. Once forms have been approved by the college level committee, they are forwarded to the university level committee. Final approval is granted by the University Academic Affairs Committee. Most courses are then ready for addition to the curriculum the following Fall semester.