

1. PURPOSE

The purpose of this policy is to establish procedures for the development and revision of course and program-level curriculum at Sam Houston State University (SHSU). Curriculum processes at SHSU are designed to ensure that academic and career and technology offerings embody a coherent course of study; are compatible with the stated mission and goals of the institution; are based upon fields of study appropriate to higher education; and conform to governing body requirements. In addition, these processes place primary responsibility for the content, quality, and effectiveness of the curriculum with the faculty. Part of this responsibility includes ensuring majority original course content with use of third-party content only as appropriate and necessary for student learning and success.

2. DEFINITIONS

2.01 Third-party Content

Instructional content that is created and/or distributed by a non-SHSU third-party. Content may include lectures, demonstrations, performances, simulations, assessments, and presentations. For purposes of this policy, third-party content does not include educational materials used to complement faculty-led instruction (e.g., books, articles, case studies, audio/video clips, images, etc.).

2.02 Course-level Changes

- a. Course Changes Requiring Curricular Review include academic course additions, Workforce Education Course Manual (WECM) local needs or special topics course additions, course deletions, course prefix changes, course number changes, and/or course title changes.
- b. Course-level Changes Requiring Administrative Review include WECM inventory course additions, course modality changes, course pre-requisite changes, course grade mode changes, and course description changes.

2.03 Catalog-level Changes

Catalog-level changes include non-substantive degree plan changes (e.g., adding elective options, switching course requirements, etc.), or the addition or deletion of degree plan tracks/concentrations within **existing** degrees (including 3+2 and 4+1 tracks, dual degrees, and double majors).

2.04 Administrative Changes

Administrative changes include changes to program title, program designator (e.g., BA, PhD, Level I Cert), CIP code, program modality, program semester credit hours, or administrative units (additions, deletions, or re-organizations).

2.05 Substantive Program Changes

Substantive program changes include the development of new programs (e.g., minor, micro-certificate, certificate, degree, and 3+2 or 4+1 tracks that involve a new degree proposal) or program deletions (e.g., minor, micro-certificate, certificate, or degree).

2.06 Program

For purposes of this policy, a program is any grouping of academic coursework that leads to a credential or award designation noted on the academic transcript. Programs include minors, tracks, concentrations, micro-certificates, certificates, and degrees at the career and technology, undergraduate, graduate, or professional levels.

2.07 Classification of Instructional Programs (CIP) Code

Classification of Instructional Programs (CIP) codes provide a taxonomy that supports the accurate tracking and reporting of fields of study and program completions activity. Texas CIP codes are used to identify degree and certificate programs, courses, and declared majors on the reports and inventories of the Texas Higher Education Coordinating Board. The first six digits of each code are identical to those in the CIP taxonomy published by the National Center for Educational Statistics. The seventh and eighth digits, when they are not zeroes, are Texas suffixes intended to better specify the diversity of courses and program offerings in Texas.

3. COMMITTEES AND RESPONSIBLE PARTIES

3.01 Department Curriculum Committee (DCC)

- a. **Membership.** The committee consists of at least two faculty representatives (other than, or in addition to, the department chair) from the academic department. Members, including a committee chair, shall be appointed by the department chair. Department chairs should consider department size and scope of program offerings when appointing committee members.
- b. **Purpose.** The curriculum process places primary responsibility for the development, content, quality, and effectiveness of the curriculum with the

department or program faculty. This includes the responsibility of carefully reviewing the curriculum submissions to determine if the proposed curriculum is appropriate for the mission and scope of offerings within the department and includes a strong rationale/justification supporting the request. The committee shall also ensure that the information provided for all requests for new programs and/or courses is complete. The committee shall also analyze additions and changes in courses and programs in the interest of identifying areas of possible overlap or duplication and work toward a resolution of potential problems before the matters come up for discussion by the College Curriculum Committee. Department Curriculum Committee reviews result in a recommendation to approve/deny each request that is then considered by the department chair.

- c. **Committee Member Expectations.** In addition to the academic content review, members shall be responsible for ensuring curriculum proposals are prepared using correct and current forms and are free from typos, misspellings, and grammatical errors. Incomplete forms or forms containing grammatical or formatting errors that impede review will not be eligible for review that cycle and will be returned to the proposer for resubmission. Members are also expected to be knowledgeable of and communicate curriculum timelines and processes to department faculty and staff.

3.02 **Department Chair.** The department chair is responsible for appointing the Department Curriculum Committee and carefully reviewing the departmental curriculum submissions and department curriculum committee recommendations to ensure requests for new programs and/or courses are appropriate for the mission and scope of offerings of the department, align with the strategic direction of the department and college, and can be appropriately supported with existing or committed resources. The department chair should also ensure that the information provided for all requests for new programs and/or courses is complete, analyze additions and changes in courses in the interest of identifying areas of possible overlap or duplication, and work toward a resolution of potential problems before the matters come up for discussion by the College Curriculum Committee. The department chair shall attend and represent the department at the Academic Affairs Council (AAC) meetings.

3.03 **College Curriculum Committee (CCC)**

- a. **Membership.** The committee consists of at least one college-level associate or assistant dean and one faculty member from each department who serves

on the department-level curriculum committee. The Dean shall designate one associate or assistant dean from the College Curriculum Committee to serve as a curriculum liaison with the Office of Academic Planning and Program Development and the academic departments in the college.

- b. **Purpose.** The committee is charged with reviewing the curriculum requests submitted by each department for academic quality. This includes the responsibility of carefully reviewing the curriculum submissions to determine if the information provided for all requests for new programs and/or courses are complete and includes a strong rationale/justification supporting the request. The committee shall also analyze proposed additions and changes in courses in the interest of identifying areas of possible overlap or duplication and to work toward a resolution of potential problems before the matters come up for discussion by the University Curriculum Committee. College Curriculum Committee reviews result in a recommendation to approve/deny each request that is then considered by the Academic Dean.
- c. **Committee Member Expectations.** The College Curriculum Committee makes recommendations to the academic dean for the dean's review and approval. In addition to the academic content review, members shall be responsible for ensuring quality curriculum proposals. Incomplete forms or forms containing grammatical or formatting errors that impede review will not be eligible for review that cycle and will be returned to the department for resubmission. Members are also expected to be knowledgeable of and communicate curriculum timelines and processes to department representatives.

3.04 College Dean

The college dean or their designee is responsible for appointing the College Curriculum Committee and carefully reviewing the curriculum submissions and college curriculum committee recommendations to ensure requests for new programs and/or courses are appropriate for the mission and scope of offerings of the college, align with the strategic direction of the college and university, and can be appropriately supported with existing or committed resources. The college dean is also responsible for the administration of the curriculum development and revision processes within their college and may, at their discretion, implement review processes in addition to those contained within this policy.

3.05 Academic Planning and Program Development

The Office of Academic Planning and Program Development will facilitate the curriculum process to include the research, development, and implementation of necessary and appropriate forms, timelines, submission procedures, training, and other resources. The Office is also charged with facilitating the review process with the UCC; preparing curriculum reports for Provost and Senior Vice President for Academic Affairs (hereafter Provost) and AAC review; preparing the necessary governing board motions and/or documents; publishing approved changes in the catalog; and serving as a liaison with the Office of the Registrar for course and program coding in the enterprise resource planning (ERP) and student advising systems. The office shall work closely with campus stakeholders to ensure the adequacy of curriculum resources and the efficiency of the curriculum processes.

The Office of Academic Planning and Program Development is also responsible for reviewing curriculum submissions for completeness and adherence to University or governing board rules. Incomplete forms, requests in violation of University or governing board rules, and forms containing grammatical or formatting errors that impede review will not be eligible for review that cycle and will be returned to the college for resubmission.

3.06 University Curriculum Committee (UCC)

- a. Membership. The committee consists of one associate or assistant dean from each college who serves on the college-level curriculum committee; one faculty member from each college who serves on the respective departmental curriculum committee (as applicable) and college curriculum committee; one faculty member from the Newton Gresham Library; one representative from Academic Affairs; and ex-officio members to include one staff member from the Student Advising and Mentoring Center, one degree audit software representative, and one staff member from the Registrar's office. One faculty member nominated each year by the University Faculty Senate and the Director of Academic Planning and Program Development serve as co-chairs of the committee. Additional information can be found in the University's Committee Book.

- b. Purpose. The committee is charged with reviewing for academic integrity the curriculum requests to resolve conflicts to the extent possible. This includes the responsibility of carefully reviewing the curriculum submissions to determine if the information provided for all requests for new programs and/or courses are complete, to analyze proposed additions and changes in courses in the interest of identifying areas of possible overlap or duplication, and to work toward a resolution of potential problems before the matters come up for discussion by the Academic Affairs Council. It is expected that committee members will be knowledgeable of the details of the curriculum submissions from their respective colleges to respond to most questions, which may arise in committee meetings. University Curriculum Committee reviews result in a recommendation to approve/deny each request that is then considered by the Academic Affairs Council.
- c. Committee Member Expectations. To facilitate a market-responsive process, the UCC is expected to review curriculum, to the extent possible, on a year-round basis, including summer months. All members are expected to engage consistently and actively in committee reviews and discussions, regardless of the presence of curriculum submissions by the member's respective college. To facilitate an efficient process, assistant/associate dean representatives are further charged with communicating to the UCC the relevant information discussed at the CCC as well as communicating the discussion of the UCC back to the CCC and ensuring necessary revisions are made. The assistant/associate dean representative is also responsible for communicating campus-wide course and program changes to the affected departments in their college.

3.07 Academic Affairs Council (AAC)

- a. Membership. Membership is as defined in APS 210216, *Academic Policies*.
- b. Purpose. Serves in an advisory capacity to the Provost; provides a forum for the discussion of academic matters; serves as an academic policy review body as requested by the Provost; serves as a curriculum change and development review body as requested by the Provost; and provides a forum for communicating more effectively on all academic concerns. For curriculum purposes, Academic Affairs Council reviews result in a recommendation to approve/deny each request that is then considered by

the Provost, while recognizing the importance of both faculty and administrative involvement in curriculum creation.

- c. Committee Member Expectations. For purposes of curriculum review, the Academic Affairs Council shall conduct a holistic review of curriculum proposals.

4. PROCEDURES

4.01 General Requirements

- a. Rules and Regulations. Sam Houston State University curriculum shall adhere to all rules and regulations as set forth by The Texas State University System (TSUS), the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the U.S. Department of Education (USDE), as well as State of Texas legislation and regulations.
- b. Primary Responsibility. Sam Houston State University places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. The tradition of shared governance within higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Approval by the faculty ensures that programs contain appropriate courses reflecting current knowledge within a discipline and include courses appropriate for the students enrolled. Approval by the administration affirms that educational programs are consistent with the mission of the institution and that the institution possesses the resources to ensure the quality of its educational programs.
- c. Interdisciplinary Programs. Interdisciplinary programs are housed in the department and college in which the majority of required credits reside. When a proposed program requires three or more courses that are administratively housed within a college outside of the proposing college (excluding core curriculum courses for undergraduate degrees), the program proposal must be reviewed and recommended for approval by departments and colleges with three or more required courses. In cases where program tracks are proposed by departments and/or colleges not administratively housing the degree program (e.g., Integrated Studies, Applied Arts and Sciences, etc.), the proposal shall route through the

respective department and college curriculum committees under which the degree is housed for review and approval recommendation.

- d. Courses and/or Programs Housed at the College Level. In some cases, courses and/or degree programs may be administratively housed at the college-level (e.g., BS in Integrated Studies, Master of Business Administration, Doctor of Osteopathic Medicine, etc.). In such cases, the review and approval by a department chair and/or department curriculum committee may not be appropriate. As such, the respective college dean may determine the appropriate review and approval processes to occur prior to the review and approval by the college curriculum committee and/or college dean.
- e. Curriculum Duplication. The department chair is charged with reviewing for academic quality the curriculum requests from their respective department. To the extent possible, any inter-departmental dissent shall be resolved prior to submission to the College and University Curriculum Committees.

The proposal initiator and department chair should carefully review existing curriculum to ensure there is no unnecessary duplication of content. The department chair shall ensure that courses and programs with similar titles and/or content are identified, and the respective department chair(s) are informed, in writing, of the potential duplication. The chair of the department(s) housing the existing, potentially duplicative curriculum shall be provided with sufficient details of the proposed curriculum (e.g., course number, title, description, learning outcomes, etc.), including a detailed explanation (provided by the proposal initiator) how the proposed course is substantively non-duplicative. The respective department chair(s) will then provide an informed, written response to include an assessment of the perceived overlap or duplication, or lack thereof, along with a statement of support or opposition to the request. Should an acceptable resolution fail to be reached at the department chair level, communication shall elevate to the impacted college deans. All such documentation must accompany the proposal as it moves through the curriculum review.

Proposal submissions to the UCC lacking documentation of due diligence in resolving such conflicts will be returned for re-submission in a subsequent curriculum period. Should dissent arise with all necessary communications occurring (at both the chair and dean level), but no

resolution being reached prior to submission to the UCC, the college deans, or their representatives, shall provide context and rationale to the UCC as to the merits of the request. The UCC will then make a recommendation as to the recommended approval or denial of the request and it will progress through the review process.

- f. Communication of Curricular Changes. Due to the cross-disciplinary nature of educational programs, communication of course and program changes (e.g., new, revised, or deleted) is necessary to ensure effective curriculum planning, advising, and resource allocation.
 - i. At the course level, the addition, revision, or deletion of courses may impact programs outside of the proposing department. It is the responsibility of the assistant/associate dean serving on the University Curriculum Committee to inform their respective college and department representatives of such changes. It is the responsibility of the Student Advising and Mentoring (SAM) Center representative to inform the academic advisors of such changes. In addition, the Office of Academic Planning and Program Development will ensure notification of such changes to the AAC and the appropriate administrative offices (e.g., Office of the Registrar, Enrollment Technologies, SAM Center, etc.).
 - ii. At the program level, the addition or deletion of courses within a degree plan may impact the resources of academic departments outside of the proposing department. Prior to adding a non-core curriculum course housed within another academic department to a new or existing degree plan, the proposing department chair should consult with, and gain approval from, the department chair in which the course is housed. For new program development, such consultation and approval must be documented in writing on the appropriate curriculum form. For catalog-level changes to existing programs, the consultation must be documented in writing and retained by the proposing department. The Office of Academic Planning and Program Development will ensure notification of such catalog-level changes (i.e., courses added and removed from degree plans) to department and college representatives as part of each catalog cycle.
- g. Complete and Accurate Submissions. Curriculum submissions at each level (e.g., Department, College, and University Curriculum Committees) should

be submitted using the most current curriculum forms (available on the Academic Planning and Program Development website), be complete with all requested information, and free of significant grammatical or formatting errors. Incomplete forms or forms containing grammatical or formatting errors that impede review will not be eligible for review that cycle and will be returned to the department/college for resubmission in a later curriculum period.

- h. Timelines and Implementation Cycles. Curriculum timelines and implementation cycles should allow for timely response to discipline and market needs. To the extent possible, curriculum submission and review processes should occur on a year-round basis, including summer months. The Office of Academic Planning and Program Development will facilitate timelines that meet market and discipline needs and that align with governing board, catalog publication, and student advising timelines.

4.02 Course-level Change Procedures

- a. Course Changes Requiring Curricular Review. Requests for academic course additions, WECM local needs or special topics course additions, course deletions, course prefix changes, course number changes, and/or course title changes are submitted through the curriculum review process. Required reviews include Department Curriculum Committee, department chair, College Curriculum Committee, college dean, University Curriculum Committee, Academic Affairs Council (notification only), and Provost, who makes the final approval determination for course-level changes. The Office of Academic Planning and Program Development will review submissions for completeness prior to submission to the University Curriculum Committee.
- b. Course-level Changes Requiring Administrative Review. Requests for WECM inventory course additions, course modality changes, course pre-requisite changes, course grade mode changes, and course description changes are initiated with the Office of the Registrar, and in the case of certain course modality changes, SHSU Online. Request forms shall be published on the respective websites. Required approvals include the department chair and college dean. Chairs shall discuss all changes with the Department Curriculum Committee prior to approval.

4.03 Catalog-level Change Procedures.

- a. Requests for non-substantive degree plan changes (e.g., adding or removing elective options, changing course requirements without changing total semester credit hours, etc.) are submitted through the catalog review cycle using the institution's catalog management system. Non-substantive degree plan changes shall be reviewed and approved by the department chair. The department curriculum committee may review and approve these changes at the department's discretion prior to entry into the catalog management system. As part of the catalog review process, all catalog revisions shall be routed for review and approval by the respective associate dean and college dean. In the case of interdisciplinary degree programs, the catalog management system will include all impacted chairs, associate deans, and college deans in the review and approval queue.
- b. The addition or deletion of degree plan tracks/concentrations within **existing** programs (including 3+2 and 4+1 tracks, dual degrees, and double majors) are submitted through an expedited curriculum review process. Required reviews include department curriculum committee, department chair, college curriculum committee, and college dean. In development of dual graduate degree plans (with existing degree programs), approval of the Dean of Graduate Studies is required. Combination programs involving a graduate degree and a graduate certificate are exempt from this requirement. In development of interdisciplinary degree plan tracks/concentrations, review and approval of all impacted chairs, associate deans, and deans is required. The Office of Academic Planning and Program Development will review submissions for completeness and adherence to institutional or governing board rules prior to publication with the catalog.

4.04 Administrative Change Procedures. Requests for program title, program designator, CIP code, program modality, and program semester credit hour changes are submitted through the curriculum review process. Required reviews include department curriculum committee, department chair, college curriculum committee, college dean, Provost, President, TSUS Board of Regents, and THECB. Requests for administrative unit changes (additions, deletions, or re-organizations) follow the same submission and review processes but may be initiated at either the department or college level as appropriate. When initiated at the college level, administrative unit changes do not require review and/or approval by the department curriculum committee and department chair. The SACSCOC Liaison will review all requests in

accordance with SACSCOC policy and Academic Policy Statement 081212, *Substantive Change Notification*, to determine if SACSCOC notification or approval is required. The Office of Academic Planning and Program Development will review submissions for completeness and adherence to institutional or governing board rules.

- 4.05 Substantive Program Change Procedures. Requests for new programs (e.g., minor, micro-certificate, certificate, degree, and 3+2 or 4+1 degree program tracks that involve a new degree proposal) or program deletions (e.g., minor, micro-certificate, certificate, or degree) are submitted through the curriculum review process. Required reviews include department curriculum committee, department chair, college curriculum committee, college dean, UCC, AAC, Provost, President, TSUS Board of Regents, THECB, and SACSCOC as applicable. In development of dual graduate degree plans (when either is a proposed program), approval of the Dean of Graduate Studies is required prior to AAC review. Combination programs involving a graduate degree and a graduate certificates are exempt from this requirement. The SACSCOC Liaison will review all requests in accordance with SACSCOC policy and Academic Policy Statement 081212, *Substantive Change Notification*, to determine if SACSCOC notification or approval is required. The Office of Academic Planning and Program Development will review submissions for completeness and adherence to institutional or governing board rules following UCC review.

APPROVED: <signed>
Alisa White, Ph.D., President

DATED: 07/14/2025

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: March 05, 2024
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2030

Approved: <signed>
Chad W. Hargrave, Ph.D.,
Interim Provost and Sr. Vice President
for Academic Affairs

Date: 07/11/2025

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.