Course, Curriculum and Catalog Review Guidelines

What items in the Catalog need to be approved by the faculty through the course and curriculum approval process? According to the [Constitution of the Faculty](#), the faculty has primary responsibility for degree requirements, admission standards, curricula and new program development. For academic departments and colleges, degree requirements, programs and courses require faculty approval at various levels. This is necessary to allow faculty review of changes within their purview, to ensure that changes do not impact curricula, resources, or students in unanticipated ways, and to provide necessary notification to appropriate offices and units following modifications (i.e. Office of the Registrar, Office of Admissions, advisors, etc.). Items that must be approved by the faculty include but are not limited to:

a. Establishing a new degree program/major
   i. Establishing a new dual or joint degree
b. Establishing a new minor
c. Establishing a new concentration
d. Establishing a new certificate program
e. Establishing a new course
f. Changes to existing courses (such as):
   i. Course title
   ii. Course description/content
   iii. Course pre-requisites
   iv. Course number
   v. Credit hours
   vi. Grade type (i.e. repeatable for credit, pass/no pass)
g. Discontinuation of an existing course
h. Discontinuation of an existing degree program/major, minor, concentration or certificate
i. Changes to existing degree program (such as):
   i. Program requirements, including pre-requisites, and changes to total number of hours required for the degree
   ii. Graduation requirements
   iii. Entrance/admission requirements (college and departmental)
   iv. Progression requirements (college and departmental)

In the Catalog, only the following can be handled outside of this process:

a. Descriptions of the program, department, and college
b. Typos
c. Faculty and administrator listings

Reviewed and endorsed by [Academic Advisory Team](#) including Undergraduate Course and Curriculum Committee and Graduate Council: March 30, 2015