



# **COURSE AND CURRICULUM CHANGE PROCEDURES**

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**Guidelines for Submitting Course and Curriculum Proposals to the University  
Curriculum Committee at the University of Mary Washington**

**Revised  
September 2018**

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**Procedural Note**

**All curriculum actions and changes will take effect in the fall semester only. (No proposals will be accepted for a change that would start in the spring or the summer terms.) For a curriculum action to be implemented beginning in the next fall semester, it must have received all required approvals no later than January 30, 2019.**

**SHARED CURRICULUM GOVERNANCE AT THE UNIVERSITY OF MARY WASHINGTON**

This document outlines the guidelines for curriculum approval actions. Please follow the guidelines appropriate to the action you are seeking from the University Curriculum Committee (UCC). Adherence to the procedures listed below will allow the Committee to act quickly on a proposal or to identify potential problems that will require correction before making a decision. The goal of these procedures is to shorten the time between submission and decision without compromising the effectiveness of the reviewing process. The Committee will return for revision any proposal that does not follow these guidelines.

The guidelines outlined in this document are in effect for all curriculum proposals. The guidelines were initially reviewed by the University Curriculum Committee (UCC) on January 21 and February 22, 2012. Following discussion at the meeting on February 22, the Committee suggested modifications and agreed that the revised guidelines should be distributed to the three faculty presidents, the UFC chair, and the Committee after revisions were incorporated. The University Faculty Council adopted the guidelines at its meeting on March 13, 2012. Based on its experience during the initial year of the online curriculum approval process, the UCC adopted modest adjustments to these procedures in April 2013.

The curriculum review and approval process at UMW is grounded on the principle of shared governance, recognizing that both the faculty and the administration have important roles to play in the process of approving educational programs. The primary responsibility for curriculum development rests with the faculty. Curriculum proposals begin with action by individual faculty and departments. Faculty curriculum committees at the college and the university level are central to the review and approval process. The college and university faculty governance bodies have an explicit review and approval step. Involvement, review, and approval by the faculty ensures that (1) programs contain content and approaches that reflect current thinking within a field of study, and (2) that the curriculum is appropriate for the students enrolled. Administrative review and approval ensures that educational programs are consistent with the mission of the institution and that the resources, organization, and commitment necessary to carry out those programs are available.

Within this system of shared curriculum governance, each constituency carries out its separate but complementary roles and does so in an environment of open discussion. Whenever one level of review disagrees with a proposed action, the reasons for the disagreement must be communicated in writing to the prior level of review at the time when the disapproval is made known. The opportunity to address differences of opinion and to revise and resubmit a proposal for further consideration is assured. For example, should a dean disagree with the decision of a College Curriculum Committee (CCC) regarding approval of a change in an educational program, the first step would be for the dean to informally review concerns with the Committee in the effort to reach agreement. Should the collaboration step not result in agreement, and the dean ends up rejecting the proposal, the dean must provide the Committee with a written explanation of the reasons why the proposal was not accepted. This written explanation must be provided at the same time as when the dean formally informs the Committee of the decision not to support the proposal. The Committee then has the opportunity to review the dean's concerns, decide how to address them, and to resubmit the proposal for additional review.

## **GENERAL CURRICULUM APPROVAL PROCEDURES**

Curriculum actions and changes will take effect in the fall semester. For a curriculum action to be implemented in the fall, it must have received all required approvals no later than February 15. This deadline ensures that there will be adequate time to update the academic catalogs to reflect the changes, and to post the new *Academic Catalogs* on line in corrected HTML and PDF versions.

The entire curriculum approval process will be electronic (see page 10). Depending on the action desired, the approval process may include a separate step for approvals by the Dean and the Provost. For proposals to change to existing courses, or to create a new course, there is no approval step by either the Dean or the Provost. These curricular actions are entirely within the hands of the faculty. Proposals to change existing educational programs (minors, majors, concentrations, certificates) require approval by the Dean of the college in which the educational program resides. Proposals to create new educational programs require approval of the Dean and the Provost. For any of the program actions that must be submitted to the State Council of Higher Education for Virginia (SCHEV), approval from the Rector and Visitors of the University of Mary Washington is required before the proposal is advanced to SCHEV.

The guidelines listed below state the order of steps to be followed with respect to the particular types of curriculum actions. The actions are grouped into four categories: (1) Expedited Curriculum Actions, (2) New Course Proposals, (3) Educational Program Actions – State Review Not Required, and (4) Educational Program Actions – State Review and/or Approval Required.

## **EXPEDITED CURRICULUM ACTIONS**

1. This category of curriculum changes proceeds through an approval process at the college level. Once the College Curriculum Committee (CCC) and the College Faculty Body has approved the change, the proposed change is posted on the University Curriculum Committee (UCC) website and is available for comment by all members the university faculty.
2. The following curriculum actions are the only ones handled in the expedited manner:
  - Change to a course's number
  - Change to a course's title
  - Change to a course's credit hours
  - Change to a course's catalog description
  - Change to a course's prerequisites
  - Deletion of a course
  - *NOTE: to make the same, exact prerequisite change to a group of five or more courses, you may (at your option) choose to complete one cover sheet and attach a list of every course where the same prerequisite change applies. Do this only in cases where a single change applies universally and in exactly the same way to the group of courses listed. For fewer prerequisite changes, complete the required individual forms.*
3. The following steps are required to submit an Expedited Course Proposal Action:
  - A. The proposer downloads the "Expedited\_Course\_Change\_Proposal" cover sheet from the UCC website. The form is filled out completely, and additional pages/attachments required are added. The cover sheet and all required additional pages should be

combined into one electronic document. Be sure to include the department chair's "signature" in the appropriate line, either by the form of an electronic signature or by simply typing the Department Chair's name in the space provided to indicate that the proposal was submitted with the department's approval. **Please note – Any change that impacts another Department must include a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**

- B. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.
- C. The proposal moves through whatever procedures are standard for curricular actions within the faculty member's department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a college allows faculty to submit proposals directly to its CCC.
- D. Following CCC approval, the CCC Chair reports the curriculum actions approved to the College Faculty Body. Should the College faculty Body not approve an expedited curriculum proposal, the proposal is returned to the CCC with a written statement of the reasons why the proposal was not approved. After addressing the issues causing the proposal to be returned, the CCC resubmits the action to the College Faculty Body.
- E. Once the expedited proposal clears through the College Senate/Faculty Assembly meeting, the CCC Chair submits the proposal for the required two-week (10 class days) public posting period at the UCC web site. A complete PDF copy of the cover sheet and proposal (in one document) should be sent by the College Curriculum Committee Chair to Dr. John T. Morello, Associate Provost for Academic Affairs ([jmorello@umw.edu](mailto:jmorello@umw.edu)). Once received, the document will be posted and all faculty will be alerted that an expedited curriculum proposal has been posted and is awaiting review.
- F. If no objections are raised after the two-week (10 class days) posting period ends, the curriculum action is approved and it takes effect at the start of the fall semester in the year stated on the proposal. Expedited proposals that pass through the posting period without comment are noted as "Approved" at the UCC curriculum approval website. The UCC chair adds the date that the action was finalized and the completed proposal form is placed in electronic archive at the UCC web site.
- G. If the UCC discovers problems with any expedited action approved by a college, it will identify the problem and return the proposal to the CCC and request that the problem be addressed before the proposal is posted for public review and comment. Once the CCC has addressed the issued raised by the UCC, the expedited proposal will be posted for the required two-week (10 class day) comment period. Once the proposal passes through the comment period, it is noted as approved at the UCC website, the proposal form is updated by the UCC chair, and the proposal is filed in the electronic archive.
- H. If objections are raised during the two-week (10 class days) comment period, the UCC may either return the proposal to the CCC or may elect to consider the proposal at a regularly scheduled UCC meeting. For any expedited proposal that the UCC decides to

review, the action taken will be reported to the UFC as part of the UCC regular report to that group. Expedited proposals approved by the UCC are noted as “Approved” on the UCC curriculum website; any proposals not approved are returned to the relevant CCC. The proposal sheet for any Expedited Proposals approved by the UCC is updated by the UCC Chair; the approval date is the date of the UCC meeting where the proposal was approved. The completed proposal document is then filed in the electronic archive.

#### 4. Special Instructions Regarding Proposals to Cross-List Courses:

- A. A cross-listed course is one in which the same course carries a course number in two different disciplines (e.g. PHIL 284/RELG 284, BUAD 345/PSYC 385).
- B. The course descriptions for the two courses will end with “Cross-listed as xxxxx.”
- C. Because courses cross-listed sometimes have slightly different course descriptions, each department proposing to cross list a course must complete the “Expedited Course Change Proposal” cover sheet. Each chair signs the cover sheet for their portion of the cross-listing proposal. Both cover sheets should be together in the same file for the proposal so that, eventually, one document with two cover sheets will be posted to the University Curriculum Committee web site.
- D. Usually, but not always, cross-listed courses are within the same college. The College Curriculum Committee should receive a cross-listed proposal with the cover sheets from each department involved in the cross-listing proposal.
- E. Occasionally, a course is proposed to be cross-listed across two colleges. **Once the cross-listing proposal clears through *both* College Senate/Faculty Assembly meetings, the CCC Chair of the initiating department’s college submits the proposal for the required two-week (10 class days) public posting period at the UCC web site. A complete PDF copy of the cover sheet and proposal (in one document) should be sent to Dr. John T. Morello, Associate Provost for Academic Affairs ([jmorello@umw.edu](mailto:jmorello@umw.edu)). Once received, the document will be posted and all faculty will be alerted that an expedited curriculum proposal has been posted and is awaiting review.**
- F. NOTE: even though only one CCC Chair need send the cross-listing proposal document to the Associate Provost for Academic Affairs, the chair of the other CCC involved should notify the Associate Provost that their college has indeed also approved the cross-college cross-listed course proposal.
- G. If no objections are raised after the two-week (10 class days) posting period ends, the cross-listing action is approved and it takes effect at the start of the fall semester in the year stated on the proposal. Expedited proposals that pass through the posting period without comment are noted as “Approved” at the UCC curriculum approval website. The UCC chair adds the date that the action was finalized and the completed proposal form is placed in electronic archive at the UCC web site.
- H. If the UCC discovers problems with any expedited action approved by a college, it will identify the problem and return the proposal to the CCC and request that the

- problem be addressed before the proposal is posted for public review and comment. Once the CCC has addressed the issues raised by the UCC, the expedited proposal will be posted for the required two-week (10 class day) comment period. Once the proposal passes through the comment period, it is noted as approved at the UCC website, the proposal form is updated by the UCC chair, and the proposal is filed in the electronic archive.
- I. If objections are raised during the two-week (10 class days) comment period, the UCC may either return the proposal to the CCC or may elect to consider the proposal at a regularly scheduled UCC meeting. For any expedited proposal that the UCC decides to review, the action taken will be reported to the UCC as part of the UCC regular report to that group. Expedited proposals approved by the UCC are noted as “Approved” on the UCC curriculum website; any proposals not approved are returned to the relevant CCC. The proposal sheet for any Expedited Proposals approved by the UCC is updated by the UCC Chair; the approval date is the date of the UCC meeting where the proposal was approved. The completed proposal document is then filed in the electronic archive.

### **NEW COURSE PROPOSALS**

The following steps are required to propose to add a new course to the curriculum:

1. The proposer downloads the “New\_Course\_Proposal” cover sheet from the UCC website. The form is filled out completely, and additional pages/attachments required are added. The cover sheet and all required additional pages should be combined into one electronic document. Be sure to include the department chair’s “signature” in the appropriate line, either by the form of an electronic signature or by simply typing the Department Chair’s name in the space provided to indicate that the proposal was submitted with the department’s approval.
2. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.
3. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair’s name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
4. ***Important reminders about particular types of new course proposals:***
  - a. **Interdisciplinary (IDIS) course proposals** – to add a new IDIS course, the same new course proposal form is to be completed. IDIS courses are normally



designed by groups of self-selected faculty. Proposals for new IDIS courses will only be accepted from established departments. Therefore, faculty who wish to teach IDIS courses must find a department that will accept "responsibility" for the course. This department will be called the "host" department. Typically, the host department will be the one that houses one of the faculty members involved in the design of the IDIS course. ***A memo from the department chair from the host department should be attached to the course proposal, along with a memo of support from the chairs of all departments of the faculty who are proposed as teachers of the new IDIS course.*** (Even after permanent status is achieved, IDIS courses will require a host department. Host departments may change over time. A short memo from the new host to the Office of the Registrar will be sufficient to register the change.)

- b. **Converting a Special Topics Course to a New Course** – In 1998, the Faculty voted "that a [topics] course may be taught no more than three times before it is approved by the Curriculum Committee [as a regular course]." A department must submit a new course proposal to the Curriculum Committee for approval before such a course is taught for the fourth time.
5. Following CCC approval, the CCC Chair reports the curriculum actions approved to the College Faculty Body. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. [A complete PDF copy of the cover sheet and proposal \(in one document\) should be sent by the CCC Chair to Dr. John T. Morello, Associate Provost for Academic Affairs \(\[jmorello@umw.edu\]\(mailto:jmorello@umw.edu\)\) for posting on the UCC web site.](#)
6. If the UCC discovers problems with any new course proposal approved by a college, it will identify the problem and return the proposal to the CCC and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issues raised by the UCC, the proposal is returned to the UCC for action.
7. New courses approved by the UCC are reported to the UFC as part of the UCC's regular report to that group. Once the UFC has accepted the UCC's actions, the new courses are noted as "Approved" on the UCC curriculum website; any proposals not approved are returned to the relevant CCC. The approved proposal document is filed in the electronic archive at the UCC web site.

### **COURSE CREDIT CHANGE PROPOSALS**

The following steps are required to propose to alter the credit hours of a previously approved course:

1. The proposer downloads the "Change\_Course\_Credits" cover sheet from the UCC website. The form is filled out completely, and additional pages/attachments required are added. The cover sheet and all required additional pages should be combined into one electronic document.
2. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.



3. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
4. ***If the course being changed is a currently cross-listed course, two cover sheets submitted with the proposal – one by the chair of each department with signatures from the relevant College Curriculum Committee Chair.***
5. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why the proposal was not accepted. ***A complete PDF copy of the cover sheet and approved proposal (in one document) should be sent by the CCC Chair to Dr. John T. Morello, Associate Provost for Academic Affairs ([jmorello@umw.edu](mailto:jmorello@umw.edu)) for posting on the UCC web site.***
6. If the UCC discovers problems with any course credit change proposal approved by a college, it will identify the problem and return the proposal to the CCC and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issues raised by the UCC, the proposal is returned to the UCC for action.
7. Course credit changes approved by the UCC are reported to the UFC as part of the UCC's regular report to that group. Once the UFC has accepted the UCC's actions, the course credit changes are noted as "Approved" on the UCC curriculum website; any proposals not approved are returned to the relevant CCC. The approved proposal document is filed in the electronic archive at the UCC web site.

### **EDUCATIONAL PROGRAM ACTIONS – STATE ACTION NOT REQUIRED**

For these curricular actions, formal review and action by the UCC is required in all cases. Once approved by all levels at UMW, the action need not be reported to or approved by the State Council of Higher Education for Virginia (SCHEV). Proposals requiring full UCC review without subsequent action by SCHEV are:

- Add a new degree program
- Add a new certificate program

Because the procedures required for each of these actions vary somewhat, steps for each action are described in detail below. Please note – **Any change that impacts another Department must include a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**

## IMPORTANT NOTES:

- Proposers of new majors, new minors, or new concentrations within existing degree programs must complete [this online form](#). This will enable the Library to properly evaluate the resource impact of the proposal and provide the necessary impact documentation for the proposal.
- Proposals to deliver an already approved degree or certificate program in a majority online format must be approved by SCHEV. Such proposals must proceed through the process for "[Educational Program Actions Requiring State Review](#)."

Because the procedures required for each of these actions vary somewhat, steps for each action are described in detail below.

### 1. Change an existing major, minor, concentration, or certificate

The following steps are required to propose changes to existing majors, minors, concentrations, or certificates:

- A. The proposer downloads the "Program\_Change\_Proposal" cover sheet from the UCC website. The form is filled out completely, and additional pages/attachments required are added. The cover sheet and all required additional pages should be combined into one electronic document.
- B. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.
- C. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair's name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
- D. Prior to submitting the proposal to the CCC, the proposer/department may meet with the College Dean for an initial consultation about the proposed program changes. This initial consultation step will help to identify and address potential problems and will help promote a smooth proposal review process. The Dean should inform the Provost at this point so that the Provost is aware of the program proposal. **Any proposals to offer an already approved degree or certificate program in a majority online format must proceed through the process for "[Educational Program Actions Requiring State Review](#)."**
- E. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why

the proposal was not accepted. [A complete PDF copy of the cover sheet and approved proposal \(in one document\) should be sent by the CCC Chair to Dr. John T. Morello, Associate Provost for Academic Affairs \(\[jmorello@umw.edu\]\(mailto:jmorello@umw.edu\)\) for posting on the UCC web site.](#)

- F. If the UCC discovers problems with any new course proposal approved by a college, it will identify the problem, return the proposal to the CCC, and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issued raised by the UCC, and with the approval of the College Dean, the proposal is returned to the UCC for action.
- G. Changes to majors, minors, concentrations, or certificates approved by the UCC are reported to the UFC as part of its regular report to that group. When program changes are accepted by the UFC, the proposal is noted as “Approved” on the UCC curriculum website. The approved proposal document is filed in the electronic archive at the UCC web site.

## **2. Add a new major, minor, concentration, or a new major within an existing degree program\***

**\* This option is to be used in these cases only:** for interdisciplinary majors that will be grouped as part of the “Special Majors/General Liberal Arts and Sciences” degree (CIP Code 24.0101) or reported as a BLS degree (CIP Code 24.0199). All other new major proposals must be reviewed and approved by SCHEV because they result in awarding a new degree. **Please note – Any change that impacts another Department must include a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**

The following steps are required to propose changes to existing majors, minors, concentrations, or certificates:

- A. The proposer downloads the “Program\_Change\_Proposal” cover sheet from the UCC website. The form is filled out completely, and additional pages/attachments required are added. The cover sheet and all required additional pages should be combined into one electronic document.
- B. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.
- C. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair’s name on the proposal form indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
- D. Prior to submitting the proposal to the CCC, the proposer/department may meet with the College Dean for an initial consultation about the proposed program changes. This initial consultation step will help to identify and address potential problems and will help promote a smooth proposal review process. The Dean should inform the Provost at this

point so that the Provost is aware of the program proposal. **Any proposals to offer an already approved degree or certificate program in a majority online format must proceed through the process for "[Educational Program Actions Requiring State Review](#)."**

- E. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why the proposal was not accepted. [A complete PDF copy of the cover sheet and approved proposal \(in one document\) should be sent by the CCC Chair to Dr. John T. Morello, Associate Provost for Academic Affairs \(\[jmorello@umw.edu\]\(mailto:jmorello@umw.edu\)\) for posting on the UCC web site.](#)
- F. If the UCC discovers problems with any new course proposal approved by a college, it will identify the problem, return the proposal to the CCC, and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issued raised by the UCC, and with the approval of the College Dean, the proposal is returned to the UCC for action.
- G. New minors, concentrations, certificates, or majors in existing degree programs (as restricted above) approved by the UCC are reported to the UFC as part of its regular report to that group. **Simultaneously**, the UCC chair sends the proposal document with all attachments to the Provost. The Provost has five (5) class days to approve or reject the proposal. If the Provost approves, the proposal is returned to the UCC Chair. If the Provost rejects the proposal, it is returned to the UCC Chair with a written explanation of the reasons why the proposal was not accepted.
- H. When new minors, concentrations, certificates, or majors in existing degree programs (as restricted above) are approved by the Provost and also accepted by the UFC, the proposal is noted as "Approved" on the UCC curriculum website. The approved proposal document is filed in the electronic archive at the UCC web site.

### **EDUCATIONAL PROGRAM ACTIONS – STATE REVIEW/APPROVAL REQUIRED**

For these educational program actions, formal review and action by the UCC are required in all cases. Once approved by all levels at UMW, the action must be either approved by or reported to the State Council of Higher Education for Virginia (SCHEV). Proposals requiring full UCC review and subsequent action by SCHEV are:

- Add a new degree program
- Add a new certificate program
- Offering an approved degree or certificate program in a majority online format
- Revise academic program title, CIP code or degree designation
- Merge programs
- \* Delete certificate or major

Each of these proposals will go through the same set of steps for UMW approval, after which the approved proposal is sent to SCHEV in accordance with their requirements. **SCHEV**

***estimates that it needs nine-months lead time to review and approve a new program before it may begin implementation. Lead-time for other SCHEV program actions is shorter. New certificates need only be reported. Program mergers, title changes, and deletions usually take three to six months to become officially approved by SHCEV.***

In every case, the proposer fills out the UMW cover sheet titled “New\_Program\_Proposal\_State\_Action\_Required.” In addition to the specified attachments required by UMW (as stated on this cover sheet), the proposer completes the required SCHEV cover sheet and documentation. The necessary forms and instructions for program proposals to be submitted to SCHEV are available at: <http://schev.edu/index/institutional/guidance-policies/academic-affairs-policy/approval-of-program-actions>

Generally, the SCHEV requirements are:

- **For new degree or certificate programs** -- complete and attach SCHEV’s “Program Proposal Cover Sheet” and all narratives and documents as required by SCHEV.
- **For offering an already approved degree or certificate program in a majority online format** — SCHEV considers these proposals as a program modification; *contact Dr. John T. Morello, Associate Provost for Academic Affairs ([jmorello@umw.edu](mailto:jmorello@umw.edu)) for guidance.*
- **For revisions of program title, CIP code, or degree designation** -- complete and attach SCHEV’s “Format for Revising Academic Programs Cover Sheet” and all narratives and documents as required by SCHEV’s instructions.
- **For program mergers** -- complete and attach SCHEV’s “Format for Merging Academic Programs Cover Sheet” and all narratives and documents as required by SCHEV.
- **For major and/or certificate deletions** -- also complete and attach the SCHEV “Intent to Discontinue Academic Program” form and provide any additional attachments are required by SCHEV’s instructions.

The following steps are required to receive UMW approval in cases of program actions also requiring state approval:

- A. The proposer downloads the “New\_Program\_Proposal\_State\_Approval\_Required” cover sheet from the UCC website. The form is filled out completely, and additional pages/attachments required are added. The cover sheet and all required additional pages should be combined into one electronic document.
- B. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.
- C. The proposal moves through whatever procedures are standard for curricular actions within the department. When department approval is secured, the proposal moves to the College Curriculum Committee (CCC). (If the college permits proposals to go directly to the CCC, the departmental review step may be ignored.) The department chair’s name on the UMW proposal cover sheet indicates either department approval of the submission or acknowledgement of the submission in cases where a College allows faculty to submit proposals directly to its CCC.
- D. Prior to submitting the proposal to the CCC, the proposer/department must meet with the College Dean for an initial consultation about the proposed new program. This initial



consultation step will help to identify potential problems and will help promote a smooth proposal review process. The Dean must also inform the Provost at this point so that the Provost is aware of the new program proposal. **The Dean's approval is required before the new program proposal advances to the CCC.** If a new degree or certificate proposal will be delivered in a majority online format, the proposer must inform the Dean of this fact and must also contact the Chair of the Distance and Blended Learning Committee for guidance about how to proceed with the approval process required for a majority online program. Contact with the Distance and Blended Learning Committee must occur before the proposal is submitted to the CCC.

- E. Following CCC approval, the CCC chair sends the electronic copy of the course proposal with all attachments to the Dean. **At the same time**, the CCC Chair reports the curriculum actions approved to the College Faculty Body. The Dean has five (5) class days to approve or reject the curriculum proposal. If the Dean approves, the proposal is returned to the CCC Chair. Once the College faculty Body has accepted the proposal, the CCC Chair sends the proposal to the UCC. If the Dean rejects the proposal, it is returned to the CCC Chair with a written explanation of the reasons why the proposal was not accepted. **A complete PDF copy of the cover sheet and proposal (in one document) should be sent to Dr. John T. Morello, Associate Provost for Academic Affairs (jmorello@umw.edu) for posting on the UCC web site.**
- F. If the UCC discovers problems with any program proposal approved by a college, it will identify the problem, return the proposal to the CCC, and request that the problem be addressed before the proposal is reviewed by the UCC. Once the CCC has addressed the issued raised by the UCC, and with the approval of the College Dean, the proposal is returned to the UCC for action.
- G. Once new programs and program changes requiring state action are approved by the UCC, they are reported to the UFC as part of the UCC's regular report to that group. **Simultaneously**, the UCC chair sends the proposal document with all attachments to the Provost. The Provost has five (5) class days to approve or reject the proposal. If the Provost approves, the proposal is returned to the UCC Chair. If the Provost rejects the proposal, it is returned to the UCC Chair with a written explanation of the reasons why the proposal was not accepted.
- H. If approved by the Provost and accepted by the UFC, the proposal cover sheet is updated, and the proposal status at the UCC website is noted as "Approved, Pending Board of Visitors' Review." **If required, Distance & Blended Learning Committee must approve proposal before UFC acts.** The Provost will place the new program proposal on the Board of Visitors' agenda for one of their regularly scheduled meetings occurring during the academic year.
- I. If the Board approves the proposal, the UCC website will be updated to state "Approved by Board of Visitors, Awaiting Final Action by SCHEV." The Provost will submit the program proposal to SCHEV in accordance with their procedures. Once approved by SCHEV, the UCC website will be updated to state "Final Approval from SCHEV Received on [date]," and the proposal is filed in the electronic archive maintained at the UCC website.
- J. Should SCHEV not approve a program proposal that has been approved at all UMW levels, the Provost will convene a meeting with the program proposer, the department

chair, the relevant College Dean, the relevant CCC chair, and the UCC chair in order to discuss how to proceed.

### **ELECTRONIC SUBMISSION OF CURRICULUM PROPOSALS**

The entire curriculum review and approval process is managed through the University Curriculum Committee's website, to located at a space on the UMW web site (currently under development). All required cover sheets and instructions for submitting a particular curriculum will be available at that location along with complete instructions for posting documents to the UCC web site after they have been approved at the college level. All required cover sheets are available as word documents. The required cover sheet and all pages required for a given proposal must be compiled in one PDF document (with the required cover sheet as the first page). The complied PDF copy of a proposal approved by all required decision makers at the college level [should be sent to Dr. John T. Morello, Associate Provost for Academic Affairs \(jmorello@umw.edu\)](mailto:jmorello@umw.edu) for posting on the UCC web site.



**APPENDIX I -- FORMS FOR SUBMISSION OF CURRICULUM CHANGE PROPOSALS**

*Copies of all forms are available at the University Curriculum Committee web site.*

Expedited Course Change Proposal

New Course Proposal

Course Credit Change Proposal

Program Change Proposal (State Approval NOT Required)

New Program Proposal – State Approval Required

**Please note:**

- A. Complete the necessary proposal form and provide the additional pages/attachments as required. The cover sheet and all required additional pages should be combined into one electronic document.
- B. To ensure clarity and consistency, proposers are asked to follow the guidance regarding suggested file names as provided in Appendix II, Suggested File Names for Curriculum Change Proposals.
- C. Some proposal cover sheets indicate that an **Impact Statement is required**. On this statement, the proposer provide details about the Library, space, budget, technology, and impacts created by this program change. ***Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of the program change are required.*** Please follow these instructions when submitting proposals.

# UNIVERSITY OF MARY WASHINGTON – EXPEDITED COURSE CHANGE PROPOSAL

Submit this form electronically, beginning with the first required level of review (department or college level). Each level of review passes the form and any attachments to the next level when the action is approved.

<b>Submitted by:</b>	<b>Date Prepared:</b>
<b>Department/Discipline(s) and Course Number(s):</b>	
<b>Course Title:</b>	

**Type of change** (check all applicable):

Number\* \_\_\_\_\_ Title \_\_\_\_\_ Description \_\_\_\_\_ Prerequisites \_\_\_\_\_ Deletion \_\_\_\_\_ Cross list\*\* \_\_\_\_\_

\*This course number must be approved by the Office of the Registrar before the proposal is submitted.

\*\*To cross list courses between departments/colleges, there should be two cover sheets submitted with the proposal – one by the chair of each department with signatures from the relevant College Curriculum Committee Chair.

**Effective Date: FALL Semester, Year** \_\_\_\_\_

Current Catalog Entry	Proposed Catalog Entry (suggested length – less than 50 words)

**JUSTIFICATION** (including impact on majors, minors, concentrations, and general education courses within the University curriculum; attach additional pages if required). **Any change that impacts another Department must have a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**

**TRANSITION PLAN** (describe how will students who are in Catalogs where the course is required for a major be accommodated; attach additional pages if required)

**Approvals**

**Department Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Curriculum Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Expedited course changes are posted for a 10-class day comment period. If no comments are raised during that time, the proposal becomes final. All expedited proposals approved in this way will be noted on the UCC web site. If comments are raised, the proposal may be reviewed by the UCC and then approved or it may be returned to the CCC for additional deliberation (as required).*

**UNIVERSITY OF MARY WASHINGTON -- NEW COURSE PROPOSAL**

Electronically submit this completed form with attachments in one file to the Chair of the College Curriculum Committee.

<b>COLLEGE (check one):</b>	<b>Arts and Sciences</b>	<b>Business</b>	<b>Education</b>
Proposal Submitted By:	Date Prepared:		
Course Title:			
Department/discipline and course number*:			
Prerequisites:			

\*This course number must be approved by the Office of the Registrar before the proposal is submitted.

Number of credits:	Will this course meet for at least 700 contact minutes for each credit hour proposed? <b>If no, provide a credit hour justification.</b>	<b>YES</b>	<b>NO</b>
Will this be a <b>new, repeatable</b> "special topics" course? (Do you want students to be able to take this new course more than once if the topic changes?)		<b>NO</b>	<b>YES</b>

Date of first offering of this <b>new</b> course: <b>FALL SEMESTER, year</b>	
Proposed frequency of offering of the course:	
<b>Proposed enrollment limit for the course:</b>	
List the faculty who will likely teach the course:	
<b>Are ANY new resources</b> required?	<b>NO</b>   <b>YES</b>   Document in attached impact statement

\*\*The earliest the course may be offered is the fall semester of the academic year FOLLOWING the year in which the course proposal is approved.

<b>This new course will be (check all that apply):</b>			
Required in the major	Required in the minor	General Elective	
Elective in the major	Elective in the minor	General Education**	

\*\*AFTER the new course is approved, a separate proposal must be sent to the General Education Committee.

<b>Catalog Description</b> (suggested length – less than 50 words):	

<b>COURSE HISTORY:</b>	Was this course taught previously as a topics or experimental course?	<b>YES</b>	<b>NO</b>
<b>Course Number and Title of Previous Course</b>		<b>Semester Offered</b>	<b>Enrollment</b>
<b>CHECK HERE</b> if the proposed course is to be <b>equated</b> with the earlier topics or experimental offerings. If equated, students who took the earlier "topics" course will only be able to take the new course as a repeat (C- grade or lower).			
<b>NOTE:</b> If the proposed course has not been previously offered as a topics or experimental course, <b>explain in the attached rationale statement</b> why the course should be adopted even though it has not been tried out.			

**REQUIRED ATTACHMENTS:**

- Rationale Statement** – Why is this course needed? What purposes will it serve?
- Credit Hour Justification** (if required) – explain how this course will comply with the UMW Credit Hours Policy (D.5.3)
- Impact Statement** – Provide details about the Library, space, staffing, budget, and technology impacts created by adding this new course. Include supporting statements from the Library, IT Department, etc. **Any change that impacts another Department must have a written statement (such as an email) from the Chair(s) agreeing to the change.**
- Sample Syllabus**

Department Chair Approval: \_\_\_\_\_

Date: \_\_\_\_\_

CCC Chair Approval: \_\_\_\_\_

Date: \_\_\_\_\_

UCC Chair Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## UNIVERSITY OF MARY WASHINGTON – PROGRAM CHANGE PROPOSAL

Electronically submit this completed form with attachments [in one file](#) to the Chair of the College Curriculum Committee.

<b>COLLEGE (check one):</b>	<b>Arts and Sciences</b>	<b>Business</b>	<b>Education</b>
Proposal Submitted By:	Date Prepared:		
Department /Program:			

*Note: for any program change entailing the addition any new courses, or revisions to existing courses, separate proposal for those course actions must also be submitted.*

<b>PROPOSAL TO CHANGE EXISTING PROGRAM (check no than one of the following)</b>	
Revise requirements for existing <b>major</b>	
Revise requirements for a concentration within an existing <b>major</b>	
Revise requirements for an existing <b>degree program</b>	
Revise requirements for existing <b>certificate</b> program	
Revise requirements for existing <b>minor</b>	
<b>Implementation Date: FALL semester, year:</b>	

**REQUIRED ATTACHMENTS FOR CHANGES TO EXISTING PROGRAMS:**

5. **Rationale statement** (Why is this program change needed? What purposes will it serve?)
6. **Impact Statement** (Provide details about the Library, space, budget, technology, and impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of the program change are required.)
7. **Catalog Copy** (Provide the *existing* Catalog Description **and** the complete statement of the *proposed* new Catalog description that reflects the program changes)

<b>PROPOSAL TO CREATE NEW PROGRAM NOT REQUIRING STATE ACTION</b>	
(check no more that <b>one</b> of the following)	
<b>New concentration</b> within existing major	Name:
<b>New minor</b>	Name:
New Major but NOT a new degree*	Name:
*Use ONLY for interdisciplinary majors that will be grouped as part of the “Special Majors/General Liberal Arts and Sciences” degree (CIP Code 24.0101) or reported as a BLS degree (CIP Code 24.0199)	
<b>Implementation Date (semester and year):</b>	

**REQUIRED ATTACHMENTS FOR NEW PROGRAMS NOT REQUIRING STATE APPROVAL:**

1. **Rationale statement** (Why is this additional program needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, technology, and impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of adding the new program are required.)
3. **Catalog Copy** (Provide the complete Catalog Description for the proposed new program)
4. **Any change that impacts another Department must have a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.**

Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CCC Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date: \_\_\_\_\_

UCC Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*Provost Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Required only in cases of proposals for new concentrations, new minors, or new majors that do not involve a new degree*

## UNIVERSITY OF MARY WASHINGTON – NEW PROGRAM REQUIRING STATE APPROVAL

Electronically submit this completed form with attachments in one file to the Chair of the College Curriculum Committee.

<b>COLLEGE (check one):</b>	<b>Arts and Sciences</b>	<b>Business</b>	<b>Education</b>
Proposal Submitted By:		Date Prepared:	
Department /Program:			
If this is a new degree or certificate program, will it be offered in a majority online format?		N/A	NO
		YES	
If yes, contact the Chair of the Distance and blended Learning Committee before submitting the proposal to the College Curriculum Committee.			

*Note: for proposals involving new courses or revisions to existing courses, submit separate proposals for those actions.*

PROPOSAL TO CREATE PROGRAM REQUIRING STATE ACTION (check <b>one</b> of the following)	
<b>New (or modified) Degree Program*</b>	Name:
* Use this in cases where the proposal would either: (1) seek to award an undergraduate degree in a major not currently offered, such as a new B.S. degree in Biochemistry; (2) create a new Master's program; or (3) begin offering a currently approved degree or certificate in a majority online format.	
<b>New Certificate Program</b>	Name:
<b>Revise Program Title, CIP Code, Degree Designation, or Department Name Change</b>	Current name, Code, or designation:
	Change to:
<b>Program merger</b>	Programs to be merged:
	New Name for Merged Program:
<b>Delete existing certificate or degree program</b>	Name:
<b>Implementation Date – FALL semester, year:</b>	
Note: <i>After proposal for a new degree is approved by the UMW Provost</i> , allow at least nine months from that date for the required SCHEV review. Keep this factor in mind when stating the desired implementation date for starting a new degree program. Other program actions reported to SCHEV also require time for review but will not take as long.	

**REQUIRED ATTACHMENTS FOR NEW PROGRAMS REQUIRING STATE APPROVAL:**

1. **For new degree or certificate programs**, complete and attach SCHEV's "Program Proposal Cover Sheet" and all narratives and documents as required by SCHEV's instructions.
2. **For DEGREE program title changes**, complete and attach SCHEV's "Format for Revising Academic Programs Cover Sheet" and all narratives and documents as required by SCHEV's instructions.
3. **For Department Name changes**, complete and attach SCHEV's "Format for Simple Organization Change"
4. **For program mergers**, complete and attach SCHEV's "Format for Merging Academic Programs Cover Sheet" and all narratives and documents as required by SCHEV's instructions.
5. **For degree or certificate deletions**, also complete and attach the SCHEV "Intent to Discontinue Academic Program" form (form is available at the University Curriculum Committee web site) and provide any additional attachments are required by SCHEV's instructions.

All of the forms required by SCHEV, and instructions for completing them, are available at the SCHEV [website](#).

Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CCC Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

UCC Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX II – SUGGESTED FILE NAMES FOR CURRICULUM CHANGE PROPOSALS****Suggested File Names for Curriculum Proposals (June 2017)**

Use the four-letter discipline code or department name as the first part of the file name unless the program is better identified by a different title (e.g. BusSPAN for the business Spanish minor). For all course actions, include the course number as part of the file name.

Don't use spaces in the file name. The final part of every file name should be .pdf (for the file format).

The list below provides examples of file names for the various types of actions.

<b>EXPEDITED COURSE PROPOSALS</b>	
Change course description	<b>ECON317changedescription.pdf</b>
Change prerequisites	<b>ECON317changeprerequisite.pdf</b>
Change course title	<b>ECON317changetitle.pdf</b>
Change course number	<b>ECON317changenumber.pdf</b>
Delete course	<b>ECON317delete.pdf</b>
<i>For multiple expedited actions . . . Abbreviate &amp; combine terms as necessary</i>	<b>ECON317changedescripandprereq</b>
<b>NEW COURSE</b>	
	<b>ECON318newcourse.pdf</b>
<b>CHANGE COURSE CREDITS</b>	
	<b>ECON317changecredits.pdf</b>
<b>PROGRAM CHANGES (no state approval required)</b>	
Change existing major	<b>ECONchangemajor.pdf</b>
Change existing minor	<b>BusSPANchangeminor.pdf</b>
Change existing concentration	<b>CreatWritingchangeconcentration.pdf</b>
Change existing certificate	<b>GISccertificatechange.pdf</b>
Change existing degree requirements	<b>BLSdegreechange.pdf</b>
New minor	<b>NewMediaminor.pdf</b>
New concentration	<b>NewMediaconcentration.pdf</b>
New major (but NOT a new degree)	<b>LeadershipBLSmajor.pdf</b>
<b>PROGRAM CHANGES (state approval required)</b>	
New master's degree	<b>ECONnewMSdegree.pdf</b>
New bachelor's degree	<b>COMMnewBAdegree.pdf</b>
New certificate	<b>NewMediacertificate.pdf</b>
Offer as Majority Online Program	<b>MEdDegreeOnline.pdf</b>
Change program title	<b>ECONtitlechange.pdf</b>
Change department title	<b>MDFLdepartmentchange.pdf</b>
Change degree designation	<b>BUADdegreechange.pdf</b>
Merge programs	<b>BUADandECONmerge.pdf</b>
Delete program	<b>ECONdeletetprogram.pdf</b>