

Procedures for Implementing Curriculum, Academic, and Administrative Changes

Course Changes

Department Approval (If applicable)

Division Approval (If applicable)

Unit-Level Curriculum Committee Approval

Unit-Level General Faculty Approval

Approval Notification to AVPAA by Unit via Curriculum Change spreadsheet (Course Changes/Additions/Deletions). AVPAA makes course changes to Banner Catalog and files spreadsheet of changes for confirmation of printed catalog updates.

For Curricular Program Changes/Deletions/Additions – Additional Steps

Requires previously stated levels of approval plus the following:

Faculty Senate Academic Affairs Committee Approval

Faculty Senate Approval

General Faculty Approval

Board of Regents Approval

(AVPAA reviews BOR minutes to determine approval of program changes/deletions/additions)

Academic Policy Changes

Can be submitted through curricular channels or by individuals directly to Faculty Senate

Faculty Senate Approval

General Faculty Approval

Board of Regents Approval

(AVPAA reviews BOR minutes to determine approval of academic policy)

Administrative Policy Changes

Generally submitted by individuals to VPAT, VPAA, VPSL, or Dean of Enrollment Management

Policy Developed

Policy Discussed by Executive Staff

Policies Affecting Faculty Shared Through VPAA with Faculty Senate for Review and Comments

Comments Shared with Executive Staff

Final Policy Drafted

Submitted to BOR for Approval

(AVPAA reviews BOR minutes to determine approval of administrative policy)

University Catalog Updates

Organization and accuracy of University Catalog is the responsibility of the AVPAA

Sections of University Catalog are sent electronically to the unit responsible for it (e.g., Student Life sections to Student Life, Student Records sections to University Registrar, Academic sections to Academic Units, etc.)

Units make changes (turning on track changes feature) and return sections electronically

AVPAA checks proposed changes to ensure unit-level changes have been approved at appropriate level

AVPAA adds/changes/deletes approved academic/administrative policies. Curricular/academic/administrative changes which have been approved at all levels except the BOR by the time of catalog printing are included in the University Catalog (with those items still requiring BOR approval including notation "Pending Board of Regents Approval"). Any changes approved after the printing of the catalog but before the end of the fiscal year (June 30) can still be effective the upcoming fiscal year and are noted in an online section of the University Catalog entitled "Addendums to XX Catalog." The online University Catalog is considered the official University Catalog.