**Kentucky State University**

*Faculty Senate*

*Curriculum Committee*

**PROCEDURES FOR CURRICULAR CHANGE**

1. The originator of the proposal completes the top section of the **appropriate tracking document (either the course or program or graduate program tracking document)**. The originator also completes the relevant proposal form (**Course Change Proposal Form, New Course Proposal Form, New Program Proposal Form**) and all required documentation. Proposals will NOT be considered without complete information.
2. The proposal is submitted to the faculty of the academic discipline for their review and approval.
3. The proposal is submitted to the administrator of the academic unit (Chairperson or Director) for his/her review and approval.

If there are problems with the proposal such as missing or incomplete information, inadequate rationale, or insufficient documentation, the proposal should be sent back to the originator.

On the other hand, if there are philosophical differences between the faculty and the Chair or Director, the Chairperson or Director should forward the proposal with his or her dissenting opinion and rationale to the next level. Proposals for Graduate Courses and Programs must be sent to the Graduate Council.

1. The proposal is then submitted to the Dean of the college that the program is housed in for their approval and signature. As with the chair’s approval, it should be forwarded with any dissenting opinions and rational to the next level after signing.
2. Graduate program changes or courses must be submitted to the graduate council after the dean’s signature is received for approval before going to the Faculty Senate Curriculum Committee.
3. After the proposal has been approved by the dean or the graduate council, it is submitted to the chair of the Faculty Senate Curriculum Committee

1. The Curriculum Committee studies the proposal and makes a recommendation to the Senate. At this or any of the previous stages, the proposal may be sent back to the originator for clarification or additional documentation. All of the parties listed above must be informed of any modifications in the proposal made prior to and after its submission to the Faculty Senate.
2. The agenda of a Faculty Senate meeting with a summary of the proposal and Curriculum Committee recommendation is circulated to the entire University faculty.
3. Course proposals are approved at the level of the Faculty Senate and do not require additional approval. However, copies are forwarded to the Vice-President for Academic Affairs and to the President for their information.

Copies of approved course proposals are forwarded by the Faculty Senate to the Registrar for inclusion in the catalogue.

1. Program proposals approved by the Faculty Senate are forwarded to the Vice President for Academic Affairs for approval and may be return them to the Senate for clarification or additional documentation.

The Vice President for Academic Affairs notifies Faculty Senate when program changes are approved **by the president**. Final, signed documents are returned to the Faculty Senate. Copies of approved program proposals are forwarded by Faculty Senate to the Registrar for inclusion in the catalogue.

1. New program proposals, once approved by the president, are forwarded to the Board of Regents. Upon approval of the Board, new program proposals are forwarded to the Council on Post-secondary Education.

Upon notification of approval from CPE, new program documents are forwarded to the Registrar for inclusion in the catalogue.

If you have questions related to program development and the requirements for CPE approval, or what needs to be submitted to CPE, you should contact your Dean and/or the VPAA’s office for assistance.

**DEADLINES:** For a change to become effective prior to a given semester, the request must be received by the chairperson of the curriculum committee no later than the following deadlinesab:

Summer and Fall Semesters: first Monday in March

Spring Semester and Intersession: first Monday in October

a Deadlines are subject to change based on when the registrar needs information for uploading courses based on preregistration for the coming semester.

b No item can be added to the university catalog or course listings until final approval is received which differs between the types of proposals, so allow the necessary time before changes are needed.

Last Modified

4/2018