

Governors State University
Interim
Curriculum and Course Approval/Change Policy and Procedures

The purpose of this policy is to establish Governors State University's policy and procedures governing the modification of existing curricula, the review and recommendation for proposed new curricula, the approval of new courses and proposed changes to existing courses. The University curriculum committee is charged with the primary responsibility for ensuring that curricular structure and course content satisfy the objectives established for curriculum/courses and that duplication and extensive overlap of courses across colleges within the University is avoided whenever possible. The areas addressed in the sub-sequent sections relate to: (a) curriculum, (b) courses, and (c) procedures.

CURRICULUM

Academic programs, prior to being offered at Governors State University, must have received approval by the respective governing boards. New academic programs (majors, concentrations, minors, certificates) will be reviewed and recommended by the University Curriculum Committee prior to submission to the governing boards. Further, the University Curriculum Committee will review and recommend changes in academic programs to include:

- Special admission requirements,
- Recommended preparation,
- Admission to candidacy,
- Degree requirements:
 - Core requirements
 - Additional requirements
 - Concentration requirements,
- Electives,
- Other areas as appropriate.

The University Curriculum Committee in conjunction with the Provost (or designee) will develop appropriate procedures and forms associated with changes in any of the above areas.

COURSES

Course to be offered for academic credit at Governors State University must be approved by the procedures outlined herein. Courses may be approved in one of two categories:

- Category 1: Required/selective courses that are explicitly specified as a part of an approved academic program;
- Category 2: Courses that are not explicitly identified as part of an approved academic program (e.g., electives, experimental courses designed to serve a special need, or professional development/short courses).

Category 1 courses shall be approved initially for three years. After three years and upon reapproval, category 1 courses shall be approved for a six-year period. Category 2 courses must be approved initially for a temporary period of one to three years, and be subsequently reapproved for three years and then reapproved for six years.

Courses that are approved for a temporary period of one to three years when they are first approved may remain in that status until the affiliated major is scheduled for either an Academic Program Review or a Three-Year Cycle Review. At that time, courses in this status must either be reconsidered and receive approval for three years or be deleted. After three years, course with a three-year approval either must be reconsidered and receive six-year approval or they may not be offered again. Courses with six-year approval may be offered until the end of the next six-year academic program review cycle for the associated major.

The University Curriculum Committee shall review and recommend: (1) all new Category 1 courses, (2) all Category 1 courses for which approval of a six-year period is sought, (3) all Category 2 courses for which approval is sought, (4) all courses associated with an academic program undergoing six-year cyclical review, and (5) any course for which a substantive change is being requested, to include: credit hours, level of instruction, course title, catalog description, instructional format, prerequisites, grading option, and/or major changes in learning objectives. Course changes characterized as minor/technical (e.g., terms offered, major affiliation, CIP code, division/collegial assignment) and non-credit courses do not require review by the University Curriculum Committee.

The University Curriculum Committee in conjunction with the provost (or designee) will develop appropriate procedures and forms associated with the review process for any of the above areas.

Considerations

A request for curriculum changes (additions or deletions) should, with supporting documentation, identify: (1) the curricular objective at the University, College, major, and concentration or minor level that the proposed change satisfies; (2) whether the proposed change is a result of an external review by an accreditation body or consultant; and (3) if the change is being made to reflect the current state-of-the-art in the field. A new course request to the University Curriculum Committee must address the following areas: (1) structural considerations, including title, hours, course number/level; (2) descriptive and rationale

considerations including catalog description, place in program's curriculum, and intended audience; (3) curriculum considerations include course objectives, prerequisites, and instructional modality; (4) the need for intercollegial or interprogram cooperation of development; and (5) that the request will not result in significant course duplication or overlap

A request to revise an existing course must address the following areas:

- (1) how the revisions will benefit students and accomplish program objectives;
- (2) how the revision will affect other majors; and (3) how the revision will affect the catalog curriculum display.

Procedures

The curriculum/course review process must include opportunities for both faculty and administration input at both the collegial and university levels. To this end, each college shall develop, subject to approval by the provost, a documented curriculum/course review and recommendation process, which ensures:

- faculty participation at the divisions and/or collegial level,
- administrative review at the division and collegial levels,
- a process for resolving differences of opinion between faculty and administration [and if these differences cannot be resolved, a mechanism to ensure all recommendations (positive or negative) from faculty and administrations are forward to the next level of review],
- a process for intercollegial course development and review
- a process for examining potential significant course duplication or overlap, and
- compliance with university procedures and timelines.

With the exception of requests for new Category 2 courses, all curriculum/course requests emanating from a collegial review process shall be forwarded to the University Curriculum Committee for review and recommendation. For new Category 2 courses, the dean shall forward requests processed through the collegial review process to the provost for review.

The University Curriculum Committee shall forward to the provost those curriculum/course requests received from the colleges with recommendations, positive or negative. When a request receives a negative recommendation from the University Curriculum Committee, a copy of the requests shall be returned to the originating college with the reason for the recommendation.

Each recommended request for curriculum/course addition, change, or deletion shall be reviewed by the provost (or designee) and either approved or disapproved. The provost will consult with the University Curriculum Committee regarding request for which there were negative recommendations prior to making the final determination on such requests. If the provost denies a request or approves a request that had a negative recommendation from the final determination shall be forwarded to the University Curriculum Committee and the originating college.