

# COUNCIL FOR ACADEMIC AFFAIRS CURRICULUM PROCEDURES

## 2024-2025 Council for Academic Affairs Approval and Notification Process

Approved by the Council for Academic Affairs on ~~XXXX~~ **September 3, 2024** and aligned with University Policy [1.5.4POL: Academic Curriculum](#)

Please note:

I.

The following procedures serve as guidance for the Council for Academic Affairs. Additional procedures are prescribed by University Policy 1.5.4POL: Academic Curriculum and other processes, including Academic Program Review.

II.

KRS 164.350 enumerates the general powers and duties of the Board of Regents and, among other provisions, permits the Board to “determine the number of divisions, departments, bureaus, offices, and agencies needed for the successful conduct of the affairs of the university or college.” This includes governance over new programs and program closures.

III.

Curriculum changes at the University can and may sometimes be initiated by entities other than the department, including but not limited to, the Council for Postsecondary Education or through Academic Program Review.

**New Course:** A new course includes 100% new content.

1. Letter of interest to Associate Dean of College
2. Department Curriculum Committee - Approval
3. College Curriculum Committee - Approval
4. As relevant, for approval:
  - a. General Education Committee
  - b. Teacher Education Committee
  - c. Graduate Education Council
5. Council for Academic Affairs - Approval

**Substantial Revised Course:** A course change that includes 50-99% revised content as measured via student learning outcomes, description, and/or title.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for approval:
  - a. General Education Committee
  - b. Teacher Education Committee
4. Council for Academic Affairs - Approval

Example: Renumbering course to a different level (e.g. 200 to 300), revising more than 50% of student learning outcomes.

**Routine and Editorial Revised Course:** A course change that includes 0-24% or 25-49% revised content measured via student learning outcomes, description, and/or title.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for notification:
  - a. General Education Committee
  - b. Teacher Education Committee
4. Council for Academic Affairs - Notification

Examples 25-49%: Prerequisite and co-requisite changes

Examples 0-24%: Course title change, prerequisite change, drop former equivalent course number.

**Removing a Course from a Program of Study:** Proposal to remove or drop a course from a program of study.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for notification:
  - a. General Education Committee
  - b. Teacher Education Committee
4. Council for Academic Affairs - Notification

**New Program:** A proposal for a new program proposal with 25-100% new content and a request for a new CIP code.

1. Letter of interest to Associate Dean of College
2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:
  - a. Teacher Education Committee
  - b. Graduate Education Council
6. Council for Academic Affairs - Approval

**Revised Program (Substantial):** A proposal to revise 50-99% of program content as measured via program-level learning objectives, description, and/or title. Examples include revisions to a program core, adding or deleting a minor or concentration, changing a CIP code, combining or separating existing programs, and changing program delivery modality.

1. Letter of interest to Associate Dean of College

2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:
  - a. Teacher Education Committee
6. Council for Academic Affairs - Approval

**Revised Program (Routine):** A proposal to revise 1-49% of program content as measured via program-level learning objectives, description, and/or title. Examples include deleting dropped courses, updating course numbers and related credit hours, and revising supporting courses.

1. Letter of interest to Associate Dean of College
2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for notification:
  - a. Teacher Education Committee
6. Council for Academic Affairs - Notification

**Change of Modality:** A proposal to add a distance education modality to an existing academic program. Consultation with the Associate Provost prior to initiating the new program proposal process may be advised.

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2. Associate Provost- Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:
  - a. Teacher Education Committee
  - b. Graduate Education Council
6. Council for Academic Affairs - Approval

**Program Closure:** A proposal to close a program by no longer admitting students to the academic program.

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4. College Curriculum Committee - Approval
5. As relevant, for approval:
  - a. Teacher Education Committee
  - b. Graduate Education Council
6. Council for Academic Affairs - Approval