Policy Name: **Undergraduate Curriculum Development**	Date Approved: 12/12/2023
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Approval Authority: Provost	Date Last Reviewed: **12/12/2023**
Responsible Office or Official: Provost	Recommended Review Cycle: 12/12/2026

I.   Purpose/Policy Statement/Applicability

It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution and, while adhering to state and accreditation guidelines, establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

II.   Definitions and Procedures

A. Undergraduate curriculum suggestions and recommendations for additions, revisions or deletions of courses and/or programs may originate from any group or individual, but must be submitted by the department chair or a faculty member.

- All proposals shall be submitted through the online UGCC Curriculum Proposal System, available through Goldlink.
- The UGCC Curriculum Proposal System will open August 1 for submissions. No curriculum proposals may be submitted in June or July.
- UGCC will have its first meeting and begin active review of proposals by the third week of the fall semester. Whenever possible, all proposals should be discussed by UGCC no more than three weeks after the proposal has been approved by the originating department chair in the online proposal system.
- All curricular proposals to revise an existing program, or create a new program must be submitted by December 15th. All revised and new course proposals related to the program proposal must be submitted by December 15th.
- All curricular proposals to create a new course or revise an existing course, not related to program proposals, or other types of revisions must be submitted by February 1st.
- The Provost will retain the right to require emergency and/or expedited review of any proposal outside of the normal submission calendar.
- Curriculum proposals require two readings before being voted on by the UGCC Committee; however, at its discretion the committee may vote to approve the proposal after the first reading. The UGCC is encouraged to expedite proposals not requiring extensive revision, clarification, or amendment. More complicated proposals, such as those involving multiple affected departments, may require additional review. If a second reading is required, it should ideally take place within two weeks of the first reading. The UGCC retains the right to determine if a second reading is required for any proposal.
- After approval by UGCC, curriculum proposals should be presented to Faculty Senate at the next available meeting.

B. Department and Committee Responsibilities

a. **Proposing Department**: Proposing Departments must follow the schedule and deadlines outlined in this policy.

- All proposing departments will analyze the need, population to be served, immediate cost factors, how other departments, schools and programs would be affected, and the long-range view of a proposed change or addition to a course or program. This analysis should be done well in advance to enable coordination among affected departments/ schools/ programs.

- Affected departments are defined as a department that utilizes courses (or a program):
    - changed or listed in the proposal,
    - being dropped by the proposal,
    - that are similar in nature,
    - that are cross-listed to any of these offerings,
    - that use the affected course as a prerequisite.

  Note: All departments are considered as affected if a proposal affects a general studies course.

- The above is not an exhaustive list of what constitutes an affected department. It is up to the discretion of the UGCC Chair if a department should be considered as affected.

- Before evaluation by the UGCC, the proposing department's chairperson's approval is required. The College Dean, associated College deans, affected department chairpersons, and Provost are given the opportunity to review the proposal, making their remarks in support of or in opposition to the proposal. If there are remarks in opposition the originator may: a) alter the proposal under consideration, b) withdraw the proposal, or c) allow the UGCC to evaluate the proposal with all statements of support/or opposition by the appropriate Dean and the department chairperson.

- No substantive changes that affect other departments can be made after the first reading of the proposal. It is the discretion of the UGCC Chair as to what is considered substantive.

- The proposing department should email all affected departments and the UGCC Chair outlining the proposal's effect(s) on the department's program prior to submission of the proposal. Proposals that affect general studies courses must include all departments and schools as affected departments. A copy of each notification must be submitted to the subcommittee prior to the first reading.

- If the proposal requires Coordinating Board approval, the department must coordinate with the Provost's office to complete any required supporting documentation.

b. Affected Department Responsibilities

- Affected departments must follow the schedule and deadlines listed in this policy.
- Affected departments are expected to review and comment on all Curriculum Proposals that impact their program(s). Failure to respond will result in the proposal not moving forward.
- Affected departments are responsible for preparing and submitting any additional proposals that are required as a result of the original proposal.

c. Subcommittee Responsibilities

- Subcommittees must follow the schedule and deadlines listed in this policy.
- Subcommittee members must review department proposals and meet with the department for discussion. The subcommittee is responsible for working with the department to:
    - check curricular constraints
    - confirm workflow included all affected department(s)
    - confirm completion, uploading, and suitability of any required supporting documentation to the proposal system

- review and ensure the justification for the proposed changes has merit, completeness, and clarity
- subcommittee chair completes approval of proposal in online proposal system, if approved.

d. UGCC Chair Responsibilities

The UGCC Chair must follow the UGCC Development Timetable chart listed in this policy. The UGCC Chair will:
- act as the primary resource for all departments in regards to the curriculum process, timing and completion of forms including navigating the UGCC Curriculum Proposal System
- coordinate and lead the curriculum training for departments and UGCC
- organize the subcommittees, assign curriculum proposals to be reviewed and establish the timeline for subcommittee presentations to the UGCC committee
- determine if a department should be considered as an affected department beyond the normal parameters
- determine what is considered a substantive change to a proposal that may affect another department
- present the curriculum change report to the Faculty Senate.
- Determine which proposals can be expedited
  - Proposals may be granted expedited review if they:
    - change the course offering semester
    - reword course description without significantly altering content
    - remove a course from the catalog that is not specifically included within any program's requirements (refer to the ecosystem)
    - change title or prerequisite(s) on a course that is not specifically included within any program's requirements (refer to ecosystem)
    - update text within program Overview tab of the catalog
    - update free text within the Requirements tab of the catalog (this would include information about the concentration, minor and/or other free text)

Items will not be considered for expedited review if they:
    - are tied to another curriculum proposal
    - are a general studies course (CORE42/MOTR course number)
    - change major or minor requirements
    - must receive state approval

Under extreme circumstances, the UGCC Chair can approve exceptions to deadlines and processes.

C. Undergraduate Curriculum Deadlines

DEADLINE	ACTION
August 1st	Proposal system opens for submissions
No more than three weeks into fall semester	UGCC begins active review of proposals
Prior to submission of proposal in online proposal system	Department meetings are held to review submission of proposals by faculty member or department curriculum committee to department for approval
If possible, no more than three weeks after the proposal has been approved by the originating department chair in the online proposal system	Discussion of proposal by UGCC (if required: additional discussion of proposal by UGCC no more than two weeks after first discussion of proposal)

December 15	Submission of all proposals dealing with program revisions, new programs, and all related course changes.
February 1	Submission of proposals dealing with new courses and course changes, not related to program proposals, and other types of revisions.
Continuous: Next available Faculty Senate meeting after UGCC approval	Presentation of curriculum change report to Faculty Senate by UGCC Chair
After presentation of curriculum change reports to Faculty Senate, but prior to March 1st	Provost's office completes review of all proposals, removes proposals which cannot be enacted for financial or other reasons.
June and July	Proposal system closed to submissions.

Under extreme circumstances, the Provost and Vice President for Academic Affairs may call a special session of the Undergraduate Curriculum Committee to review Curriculum Proposals outside of the normal submission calendar.

D. Undergraduate Curricular Constraints

1. Microcredentials (Certificate 0)
   - Microcredentials will have no more than 13 credit hours
   - Microcredentials will have no fewer than 9 credit hours
   - Courses included in a micro credential must have semesterly offerings (Fall/Spring) to ensure rolling admission
   - Courses included in a micro credential that have a required prerequisite must be included within the program and the maximum 13 credit hours. Otherwise, course prerequisite(s) should be waived.
2. Certificate Programs
   - Certificate programs will have no fewer than 30 credit hours
3. Associate degree programs
   - The General Studies component for all associate degrees will be 15 credit hours.
   - Associate degree programs will have no more than 72 credit hours.
   - Associate degree programs will have no fewer than 62 credit hours
4. Baccalaureate degree programs
   - The General Studies component for all baccalaureate degrees will be comprised of no fewer than 42 and no more than 46 credit hours.
   - Baccalaureate degree programs will have no fewer than 30 credit hours.
   - Baccalaureate degree programs will have no more than 66 credit hours.
     - Courses included in a Baccalaureate degree program may be selected from different departments and from different program areas within departments, but only insofar as such course selection contributes to the integrity and completeness of the degree program.
     - The number of credit hours required in courses from any single discipline will be no more than 54 credit hours.
     - Any single discipline refers to courses with the same three-letter prefix, including cross-listed courses.
     - Credit hours earned for the following courses will all count toward the maximum of 66 credit hours for Baccalaureate degree programs.

- Courses that are prerequisites to any course required by a baccalaureate degree program.
- Courses in minor degree programs when a minor is required by a major degree program, including credit earned for any course that is a prerequisite to any course required by a minor.
- Credit hours earned for any course used to satisfy a baccalaureate degree General Studies requirement will not count toward the 66 credit hour maximum.
- Baccalaureate degree programs may exceed the 66 required credit hour maximum or the 54 single discipline prefix maximum only if a convincing case has been made for exceeding this limit. Exemptions will be based upon standards established by professional bodies such as an academic agency, a state certification authority, or a recognized professional association or group. However, baccalaureate degree programs will require no more than 120 credit hours.

5. Minor degree programs
   - Minor degree programs will require no fewer than 18 credit hours.
   - Minor degree programs will require no more than 24 credit hours.

6. Curricular Constraint Compliance
   - All submitted curriculum proposals which increase the number of required credit hours existing major or minor programs must show that the increase is essential to the major or minor by including clear justification and documentation.
   - Departments submitting curriculum proposals must demonstrate compliance with constraints.
   - Prerequisite courses must be listed within the major or minor program requirements and will count toward the total credits in that degree program.
   - Curriculum proposals not in compliance must request exemption from the stated curricular constraints. Requests for exemptions must be accompanied by copies of accreditation or state requirements and/or other documents that provide clear justification for granting an exemption.