

Identification of Routine vs. Significant Curriculum Changes and CurricUNET Proposals

Table 1 - Routine Curriculum Changes – Use Course Routine Changes Proposal Template

- Minimal or no impact on degree requirements. Minimal or no impact on other departments.

ROUTINE	
CHANGES	
Change prerequisite or concurrent - Is Situational - Routine when prerequisite or concurrent requirement is reduced.	
Change course description	
Change semester course is offered	
Lab Fee - Reduction Must provide rationale and analysis	

Table 2 - Significant Curriculum Changes – Use appropriate Proposal Templates

- May significantly impact degree requirements. May affect the curriculum of other departments.

SIGNIFICANT	
ADDITIONS	
Add new course - Pre Approval Required before review process begins. See Curriculum Committee criteria for new courses.	
Add New program (preliminary & final proposal required) - Degrees, majors, and certificates.	
Add existing course to program - Routine if elective and course being added comes from within same dept.	
DELETIONS	
Delete course from inventory -	
Delete course from program - Significant change when course is housed by another department.	
Delete Certificate Program	
Delete Major	
Delete Program of Study	
CHANGES	
Change credit hours or contact hours or both	
Change course title	
Change course number or alpha	
Change prerequisite or concurrent - Situational - Significant when prerequisite or concurrent requirement is increased.	
Change type of course (tech elective, tech required, basic related, gen ed) - Care must be taken to maintain balance of requirements & use of Basic Related from outside of program or department.	
Course content/description changes that significantly affect the course outcomes	
Change lab fee – Increase - Must provide rationale and analysis	
Change Program of Study Name - Must provide documentation noting approval by Sr VP of OAA	
Change Department Name - Must provide documentation noting approval by Sr VP of OAA & the President	