Curriculum Change Process

Any faculty member can suggest a curriculum change to the academic college responsible for a program area. The usual procedure for proposals is outlined below. However, should an accrediting agency, the Board of Regents, or General Faculty of DSU recommend a major program review, or other circumstances warrant a special review, procedures and timetables will be arranged by the Vice President for Academic Affairs.

Board of Regents Academic Affairs Guidelines are where the curriculum forms can be found. https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Pages/Index.aspx

Common and Unique Courses: All courses within the Board of Regents System are determined to be either unique or common. Courses are common if a course offered by one institution has essentially the same content (subject/breadth) and level of instruction (depth) as a course offered by another institution. Common courses shall have the same CIP codes, prefixes, course numbers, course titles, course descriptions and prerequisites requirements. Courses that are unique shall not have the same course number and/or title as courses that are considered to be either common or unique at another university. A course may be unique due to differences in level of instruction, accreditation standards, or level of the degree program. Common courses need not be offered at all universities.

The following types of curriculum actions are available:

**Deleted Course Request**: (Deletion of an existing course.) The decision to delete a unique course rests with the Vice President for Academic Affairs. The decision to delete a common course rests with the Academic Affairs Council (AAC).

**Existing Common Course Request**: (Authority to offer an existing common course.) The Board of Regents (BOR) Senior Administrator will make a recommendation to the BOR Executive Director. The Executive Director will inform the Board of Regents of the decision as part of the Executive Director's Interim Actions report.

**Experimental Course Notifications**: Universities have the authority to offer unique courses experimentally. Experimental courses shall be reported on the Experimental Course Notification Form and included in the annual summary to the BOR Senior Administrator. An experimental course can be offered no more than twice within two academic years before it must be submitted as a New Course Request.

**Minor Course Modifications**:

**Unique course** – Minor course modifications of existing unique courses include a change in course number, title, course prerequisite or co-requisite, course description, course credit hours, cross-listing, dual listing, enrollment limitation, university department code, repeatable for additional credits, prefix, grading, add to x9x series.
Common course – Minor course modifications of existing common courses include a change in credit hours within the approved variable credit guidelines, course co-requisites, cross-listing and dual listing.

The university VPAA has authority to approve all minor course modifications and will provide an annual summary to the BOR Senior Administrator.

New Course Request: (Request to offer a new course unique to the university system.) The AAC will be notified of any new course request. Following AAC discussion, the BOR Senior Administrator will make a recommendation to the BOR Executive Director. The Executive Director will inform the Board of Regents of the decisions as part of the Executive Director's Interim Actions report.

Revised Course Request – Common: Revisions of existing common courses include changes to prefix, course number, course title, credit hours, course description, prerequisites, co-requisites, CIP codes, Instructional Method, Equate codes and registration restrictions. To request a substantive change in a common course the VPAA notifies the BOR Senior Administrator and other AAC members of the requested change. The Senior Administrator will request that each of the universities involved review the proposed change either through the VPAA or another university representative (example: discipline councils). Representatives from all institutions offering the common course must participate in developing the proposed revisions to a common course. A recommendation is then given to the AAC. Following AAC discussion, the BOR Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of the decision as part of the Executive Director's Interim Actions report.

Revised Course Request – Unique: Revisions of unique courses include substantive changes in the subject matter content, CIP code, instructional methods, move from unique to common, move from common to unique, course number change to a number that is the same as a unique course number at another university. The VPAA will notify the AAC and BOR Senior Administrator of the change. Following AAC discussion, the BOR Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of the decision as part of the Executive Director's Interim Actions report.

Programs – Emphasis in an Existing Major: Adding an emphasis in already existing majors is approved by the VPAA and reported to the BOR Senior Administrator. An emphasis is a concentration within a major and is accomplished by individual student choices within a plan of study. An emphasis is not regarded as a separate program. It may be described in the catalog, but not detailed as a specific plan of study. An emphasis is not specified on a student transcript.

Existing Program Changes – Minor: Minor program modifications to an existing program include course deletions, additions or revised courses to the program that do not change the nature of the program, distribution of courses in the program, or change of total credit hours required. The VPAA has authority to approve these changes and report them annually to the BOR Senior Administrator.
**Existing Program Changes – Substantive:** This form is used to request substantive changes in already existing programs (majors, minors, specializations). The VPAA reviews modifications with the BOR Senior Administrator. If approved, the curricular item is discussed with AAC. Following AAC discussion, the BOR Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of the decision as part of the Executive Director's Interim Actions report.

**Placement of Program on Inactive Status:** Programs placed on inactive status are reported to the BOR office. These programs shall be reviewed periodically and can only remain inactive for five years. If the university does not request activation of an inactive program within five years of being placed on inactive status, the program is automatically terminated. Students cannot be admitted to a program on inactive status. If determined after review that a program should be reactivated, the institution will submit a letter of notification to the BOR office.

**Termination of Programs:** Campuses may propose termination of a program to the BOR office at any time. Campuses proposing the termination of a program with actively enrolled students need to provide a detailed phase-out plan including the academic year and term the termination is effective.

**New Undergraduate / Graduate Programs:** When proposing a new program, an Intent to Plan must be approved by the AAC, BOR Senior Administrator, Executive Director and the Board of Regents. This Intent to Plan authorizes the university to continue planning the program using the New Program Request form. The New Program Request is approved by the AAC, Senior Administrator, Executive Director and Board of Regents. All majors are established by the Board of Regents.

**New Minor / Certificate Programs:** When proposing a new minor or certificate program, the New Program Request is approved by the AAC, Senior Administrator, Executive Director and Board of Regents. All minors and certificates are established by the Board of Regents.

**New Site Requests:** Universities must request authorization to deliver an existing degree program at a new site or by distance delivery. The Executive Director or the Board may request additional information.

Summarized below is the current order of review for curriculum action

The College usually originates curriculum action

1. Dean forwards request to the Deans' Council and then to Academic Council for review. It is then forwarded to Curriculum Committee for action. (If a graduate course, action is by Graduate Council rather than Curriculum Committee.) The Curriculum Committee and Graduate Council will consider only curriculum requests that have received endorsement by the college which submitted the request. For those requests that have a substantial effect on another college, the Committee or Council requires endorsement by the affected college(s) to indicate relevant discussion and consensus between the colleges on the proposed action or progress toward resolution of any outstanding issues.
2. Action approved by Curriculum Committee or Graduate Council is forwarded to General Faculty for review of process. A curriculum request that is not recommended or recommended with clarifications will be returned to the requesting unit for modification or other action.
3. Action reviewed by General Faculty and forwarded to Vice President for Academic Affairs
4. Vice President for Academic Affairs recommends appropriate actions to President and forwards to state level.

Curriculum Approval Deadlines

The following approximate schedule has been established to facilitate the curriculum review and approval process on the DSU campus. (Dates are approximate.)

<table>
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<tr>
<th>AC End Date*</th>
<th>Curriculum Committee/Graduate Council End Date**</th>
<th>For Regents Consideration***</th>
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<tbody>
<tr>
<td>Mar 15</td>
<td>Apr 15</td>
<td>April 30</td>
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* Last date for receipt in Vice President for Academic Affairs' Office of ALL college curriculum requests to be considered in this approval cycle.

** Academic Council to have forwarded ALL curriculum requests to Curriculum Committee or Graduate Council by this date.

*** Curriculum Committee and Graduate Council to have considered all curriculum items requiring Regent's approval and forward to the Vice President for Academic Affairs prior to this date.

Curriculum Committee Operating Procedure

Curricular Review and Approval Process

· Curricular items must be accepted by the Curriculum Committee and distributed by e-mail to the faculty at large before final action can be taken. See Step 2 above. Only after the Curriculum Committee has considered any comments, concerns or corrections received from the campus or brought by members of the Curriculum Committee may the Curriculum Committee take final action to approve a curricular request.

· Committee actions will be by majority vote.

Curriculum Committee Meetings

The chair will normally preside at all meetings. In those instances when the chair is unable to attend a meeting, an acting chair will be elected to preside at that meeting.
Graduate Council Operating Procedure

Curricular Review and Approval Process

1. Most curriculum action originates with faculty teaching graduate level courses or with the dean of the college in which the courses are taught.
2. Any action regarding graduate degree program curriculum is forwarded to the college graduate committee for discussion and action. Changes to individual graduate courses that are not part of a graduate degree program are forwarded to the dean of that college who is responsible for presenting the action to Graduate Council.
3. The Chair (coordinator) of the college graduate committee or the dean of the college will forward requests for curricular action to the Graduate Council.
4. Graduate Council will review the requests and take one of four actions: recommend; request clarification; recommend with minor modification; or not recommend.
5. Graduate Council will forward recommended actions to Graduate Faculty via e-mail for review and comment. Curriculum requests that are not recommended or recommended with clarifications are returned to the requesting unit for modification or other action.
6. Graduate Faculty will have one week to respond to the curricular items.
7. Graduate Council will review all comments, concerns, or corrections received from the Graduate Faculty.
8. Graduate Council will then vote on the curricular request. The council can again take one of four actions: recommend; request clarification; recommend with minor clarification; or not recommend. Council action will be by majority vote.
9. Once a curricular action has been approved, Graduate Council will forward it to the Vice President for Academic Affairs.
10. The Vice President for Academic Affairs will recommend appropriate actions to the President and forward the curricular action to the state level.

Graduate Council Meetings

The chair will normally preside at all meetings. In those instances when the chair is unable to attend a meeting, an acting chair will be appointed by the chair.