

Subject: Curriculum Committee
Policy Number: C130
Date: April 25, 2003
Revised: December 15, 2008

POLICY:

Any changes to the curriculum, either in the form of a new course proposal or as a change to existing undergraduate courses, may be originated by faculty of the School. The School Director is responsible for implementing the change.

PROCEDURE:

The initiator will present the recommendation for a new course or course change to the Curriculum Committee. Full documentation (i.e. description, hours, etc.) must accompany the proposal.

The Curriculum Committee will consider the proposal and present a recommendation to the entire faculty at the next scheduled faculty meeting. Faculty may approve the proposal in which case the proposal will be forwarded to the School's Director who is responsible for sending to the appropriate University committee. Faculty may also disapprove the proposal or faculty may refer the proposal back to the Curriculum Committee for change and re-submission to the faculty.

The Director is responsible for tracking curriculum changes at the University level and then seeing that those changes are implemented within the School.