

Policy Title: **Proposing Curriculum Changes**

Policy Number: *0-02-0613*

Applies to: Faculty and Administrators

1.0 **POLICY STATEMENT**

The purpose of this policy is to facilitate the improvement of academic programs, and, thereby the overall strength and reputation of OHSU. The guiding principle for proposing changes in any curriculum is based on the understanding that the responsibility for programmatic curricula rests with the faculty.

The Faculty Senate Educational Policy Committee will consider the establishment or disestablishment of curricula or programs, departments, and schools and on administrative policies involving questions of educational policy. As such, it has the primary role in reviewing and approving all graduate and undergraduate curricular changes for the University.

Proposals for curricular changes are described as **Category I**, **Category II** and **Category III** (as defined in 2.3 - 2.5 below) to reflect the nature and extent of the requirements for proposal review and approval.

Category I proposals represent new academic program offerings by a school or department. **Category I** proposals are substantive changes that require the vote of OHSU Faculty Senate, approval by the state of Oregon, and approval by the Northwest Commission on Colleges and Universities (NWCCU). If the proposed program will serve out-of-state students through distance education, individual state authorization may be required before enrolling students. As per Policy 0-03-0613 Marketing New Academic Programs, programs may market new programs once Faculty Senate has approved the program, and may begin accepting applications for new programs after OUS has approved the program. In both scenarios, material must explicitly state that the program is *pending NWCCU approval*, clearly communicating that until this approval is obtained, the program cannot officially matriculate students.

Category II proposals are modifications of existing program components. Changes may or may not be substantial, but still require administrative review by the Provost and may require the vote of the Educational Policy Committee. **Category II** proposals typically require notification of the Faculty Senate, State, and NWCCU.

Category III proposals are minor adjustments to 10%, or fewer, of courses in the curriculum that require an administrative review which is typically operationalized through the Office of the Registrar.

If the curricular change appears more or less substantive than the category it is being proposed within, either the Provost's Office or the Registrar can require programs to resubmit the proposal in the category commensurate with the degree of curricular modification being proposed. To ensure that curricular changes are approved at the school-level, Category II and III proposals require signatures from the Program Director or Chair and the appropriate Associate Dean.

2.0 DEFINITIONS

2.1 Curricular changes requiring **Category I** review include proposals to: (i) develop a new degree or certificate program; (ii) offer an existing degree or certificate program at new off-campus location(s) and/or through distance education; (iii) change location of the administrative site(s); (iv) offer a joint degree program with another university; or (v) change international activities, including recruitment or partnerships with institutions undertaken outside the U.S.

2.2 Curricular changes requiring **Category II** review include proposals to: (i) move responsibility for an academic program from one academic department to another; (ii) rename a degree program or academic department; (iii) substantially redesign the curriculum of an authorized program; (iv) suspend or terminate an active or inactive academic program or department; (v) increase or decrease the total number of credits required for a degree or certificate; (vi) change in method of delivery since the last evaluation of the institution; or (vii) vary the total course credits required for a degree or certificate from University credit hour standards.

2.3 Curricular changes requiring a **Category III** proposal are reviewed and operationalized through the Office of the Registrar. These include proposals to: (i) minor revisions in course catalog descriptions or designations including course number, credit hours, and level of study; (ii) minor updates to approved, course-level student learning outcome statements or competencies; or (iii) minor changes to graduation requirements.

2.4 Academic Program is defined as a unique course of study that culminates in the awarding of a specific degree (or certificate) in combination with a specific major. An academic program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

2.5 Academic Unit is the entity whose curriculum committee approves a course.

3.0 RESPONSIBILITIES

Each academic unit and its faculty are charged with the review of its proposals for changes in any curriculum and the implementation of process and criteria for their review, within a university wide framework of expectations for the review and a shared timeline for various phases.

The Dean will notify the Provost early in its deliberations and prior to the submission of Category I or II proposals. Early notification enables the staff to provide information and advice regarding the procedures to be followed in seeking approval.

The Provost has final decision authority on forwarding Faculty Senate-approved **Category I** proposals to the State for review.

Decisions on forwarding **Category II** proposals to the Provost are made by the Educational Policy Committee. The Provost will report to the State System on **Category II** proposals passed by the Educational Policy Committee on a regular basis, usually annually.

The Office of the Provost will facilitate the work of the Educational Policy Committee to directly oversee the curriculum by conducting the administrative review.

The Office of the Registrar will review *Category III* proposals ensuring that all internal systems are updated with curricular modifications in a timely manner (Banner, Degree Works).

4.0 PROCEDURES

[Notice of Intent to Plan](#) (NOPI)

Category I: [New Academic Programs](#)

Category II: [Minor Program Revisions with Curricular Impact](#)

Category III: [Minor Program Revisions, Administrative Review Only](#)

5.0 RELATED POLICIES

0-03-0613 Marketing New Academic Programs

0-04-0613 Suspending or Terminating Academic Programs

xx-xxx-xxx State Authorization of Distance Education Programs Offered Out-of-State

6.0 KEY SEARCH WORDS

Curriculum changes, new academic programs, state authorization
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7.0 REVISION HISTORY

6/13/2013	1.0	New Policy Statement approved
6/13/2013	1.1	Policy Implemented

Responsible Officer: *Provost, Office of the Provost*

Policy Contact: *Office of Academic Programs, Policy and Accreditation, 503-494-1445*

Supersedes: *N/A*