



**Policy Number:** 02-50-010

**Policy Title:** PROPOSING CURRICULAR MODIFICATIONS

**Effective Date:** January 6, 2016

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1. **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.

If the curricular change appears more or less substantive than the category it is being proposed within, the Office of the Provost 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 associate academic dean.

2. **Definitions**

- A. **Category I** proposals represent new academic program offerings by a school/college or department. Category I proposals are curricular changes that require school or college level approval, an administrative review by the Office of the Provost, review by the Faculty Senate Education Policy Committee (EPC), approval by the OHSU Faculty Senate, approval by the Statewide Provost's Council and the Northwest Commission on Colleges and Universities (NWCCU). Additional external approvals may be required for programs with specialized accreditation. If the proposed program will serve out-of-state students through distance education, individual state authorization may be required before enrolling students.
- B. **Category II** proposals represent changes to existing program components. The modifications are considered significant changes and require administrative review by the Office of the Provost. The modification may also require review by EPC and Statewide Provost's Council. Category II proposals may require notification and approval of NWCCU. Additional external approvals may be required for programs with specialized accreditation.
- C. **Category III** proposals are reviewed and operationalized through the Office of the Provost. 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.

- D. **Administrative Review** occurs when the Office of the Provost initiates a review of the curricular modification proposal after it has been approved at the school or college level. An administrative review may include a review of the proposal by the University Registrar, EPC, or other central administration stakeholders and results in a university level decision regarding the proposal.
- E. **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.
- F. **Academic Unit** is the entity whose curriculum committee approves a course.

### 3. **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. This processes exists within a university wide framework of expectations for the review and a shared timeline for various phases in the approval process.

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. As appropriate, the Accreditation Liaison Officer will submit a Substantive Chance Application Form to NWCCU.

The Office of the Provost will facilitate the work of the EPC to directly oversee the curriculum by conducting the administrative review. The EPC is responsible for the review and approval of new academic programs and certificates, and may vet major curricular modifications previously approved at the school/college level. The provost has final decision-making authority on forwarding EPC-approved proposals to the Statewide Provost's Council for review.

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

### 4. **Procedures**

The Office of the Provost is responsible for maintaining procedures pursuant to this policy.

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**Implementation Date:** June 13, 2013

**Revision History:** January 6, 2016

**Related Policies and Procedures:** [Policy 02-50-020, Marketing Proposed Academic Programs;](#)  
[Policy 02-50-040, Suspension of Admissions Into or Closure of Academic Programs.](#)

**Responsible Office:** Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-02-0613

**Key Words:** Curriculum changes, new academic programs