1. **Policy Statement**

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

   If a Program Change or Curriculum Modification appears more or less substantive than the category it is being proposed within, the Office of the Provost may require academic programs to resubmit the proposal in the category commensurate with the degree of Program Change or Curricular Modification being proposed. To ensure that Program Changes and Curricular Modifications are approved at the school-level, Category II and Category III proposals require signatures from the program director or chair and the associate academic dean.

2. **Definitions**

   A. **Category I.** Category I proposals represent new academic program offerings by a school/college or department. Category I proposals 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.** Category II proposals represent Program Changes or Curriculum Modifications to existing Academic Programs. The modifications are considered significant changes and require the approval of the school or college, an Administrative Review by the Office of the Provost and the EPC. The modification may also require review by the Statewide Provost’s Council and notification and approval of NWCCU. Additional external approvals may be required for programs with specialized accreditation.

   C. **Category III.** 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.** 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.** The entity whose curriculum committee approves a course.

G. **Curriculum Modification.** Represents a major change in course design and/or degree requirements within an academic program. Curriculum modifications include but are not limited to: updated course title, credit hour, and course descriptions.

H. **Program Change.** Represents a revision to the NWCCU and/or specialized accreditor approved program design, including but not limited to admissions requirements and delivery format of the academic program.

3. **Responsibilities**

Each Academic Unit and its faculty are charged with the review of its proposals for Program Changes and/or Curriculum Modifications 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 the Academic Unit’s deliberations and prior to the submission of Category I or Category 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 Change 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 may vet major Program Changes and/or Curricular Modifications previously approved at the school/college level. The provost has final decision-making authority on forwarding EPC and faculty senate 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.

4. Procedures

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

_Implementation Date:_ June 13, 2013

_Revision History:_ January 6, 2016; August 9, 2021.

_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

_Supersedes:_ CAP Policy 0-02-0613

_Key Words:_ Curriculum changes, new academic programs