

Course Review Process

New/Modify Course Forms

01. College/School Review

Academic units initiate the process for new courses or modifications to existing courses by entering the information in **Curriculum ChangeMaker** for department and college dean review. All proposals require the dean's approval.

02. University Review

New courses and modifications to existing courses are reviewed by the Office of the Executive Vice President and Provost to ensure **Curriculum ChangeMaker** forms are properly completed, required information is present, and proposals adhere to university policies. Examples of items reviewed include the following:

- Course data: Data are reviewed and text is edited for style and consistency for inclusion in PeopleSoft and university database systems.
- Shared courses: If the course is offered across two or more campuses the form is distributed to the "Shared Courses" group to ensure consistency between or among campuses. All units currently offering the course must be in agreement to change or delete a course.
- Proposed course number: Availability and appropriateness of the proposed course number are confirmed.
- Enrollment requirements: Availability and appropriateness of the proposed pre-/corequisites, and/or antirequisites are verified.
- Academic unit impact: When appropriate, reviews will be requested from academic units that may be impacted by the new or modified courses.
- Transfer agreements: New courses or modifications to existing courses will be shared with the Academic Transfer Articulation Office for comment when appropriate. When necessary, relevant Community College Partners are notified of changes by the Academic Transfer Articulation Office.

If additional information is required, the academic unit will be contacted for clarification. When the necessary concerns are addressed, the form will be edited, approved and added to senate consent agenda.

03. Implementation

The information included is entered in PeopleSoft by the University Registrar's Office and the Degree Audit Reporting System by the DARS encoders.

04. Notice of Final Approval

The Office of the Executive Vice President and Provost of the University notifies the originating academic unit of the final approval.