



Policy Number: II.16  
Policy Level: Operating Policy  
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**SACSCOC Standard: 7.1, 9.1, 9.2, 9.6**  
**SACSCOC Standard: 10.4, 10.7**

## Curriculum Review

### I. Policy Statement and Purpose

In accordance with Athens State University's mission, this policy establishes the standards for initiating, reviewing and recommending curricular change in courses and programs at the University.

Athens State University complies with accreditation standards that require all baccalaureate level degree programs to have a minimum of 120 semester credit hours and all graduate level degree programs to have a minimum of 30 semester credit hours.

### II. Curriculum Review

The faculty have primary responsibility for the content, quality, and effectiveness of the curriculum at Athens State University. As indicated in the University's [Statement on Shared Governance](#) the faculty's role includes academic programs and curricula, course content, and degree requirements.

The Faculty Senate Undergraduate Curriculum Committee is to review all undergraduate curricular proposals for addition or deletion of courses, changes in degree requirements and changes in course descriptions for existing courses prior to changes becoming policy. Further, any undergraduate academic item that needs to be submitted to the Athens State Board of Trustees and subsequently to the Alabama Commission on Higher Education must go through the curriculum process at the University and receive approval from the College, the Faculty Senate Undergraduate Curriculum Committee and the Provost/Vice President for Academic Affairs and Student Services.

The Faculty Senate **Graduate** Curriculum Committee is to review all graduate curricular proposals for addition or deletion of courses, changes in degree requirements and changes in course descriptions for existing courses prior to changes becoming policy. Further, any **graduate** academic item that needs to be submitted to the Athens State Board of Trustees and subsequently to the Alabama Commission on Higher Education must go through the curriculum process at the University



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and receive approval from the College, the Faculty Senate **Graduate** Curriculum Committee and the Provost/Vice President for Academic Affairs and Student Services.

### III. Undergraduate Curriculum Review

The scope and responsibilities of the **Faculty Senate Undergraduate** Curriculum Committee shall include, but not limited to the following actions.

- Review new undergraduate courses and programs (certificates, minor, and majors) suggested by the department and supported by the college as evidenced by the completed Curriculum Review Request form.
- Ensure quality and clarity in learning goals and assessment areas in submitted undergraduate syllabus review.
- Ensure collaboration and absence of duplication of new undergraduate courses and programs.
- Review modifications in existing undergraduate courses and programs of study.
- Develop and review guidelines for undergraduate courses and new programs as determined by departments and colleges, as well as guidelines for the number of credits in certificates, minors, and majors.
- Evaluate other undergraduate curriculum issues as assigned by the Faculty Senate.
- Forward Committee recommendations to the Faculty Senate.

The Faculty Senate Undergraduate Curriculum Committee is a standing committee of the Faculty Senate with equal representation from each of the three Colleges (four members from each College) and one representative from the library.



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## Undergraduate Curriculum Review Procedures

The [Curriculum Review Request Form \(CRR\)](#) is to be used in order to implement the above actions. As reflected in the form, the process involves eight steps.

1. An undergraduate curricular change is proposed by an author (faculty member, department chair or Dean of the College).
2. All undergraduate program/major faculty members directly involved sign the CRR. A majority of the relevant faculty must approve the proposed change(s).
3. The department chair must approve of the change and sign the CRR.
4. The Dean(s) of all college(s) approves the change and signs the CRR.
5. The Dean sends the CRR to the Provost's Office
6. The Provost's Office checks for accuracy with policies, and identifies any specific need for adjustments (if so, sends back to the Dean), and shares with the University's Accreditation Liaison for potential substantive change implications.
7. For an **undergraduate** curriculum request, the Provost's Office will send CRR to Faculty Senate Undergraduate Curriculum Committee.
8. The Faculty Senate Undergraduate Curriculum Committee considers the proposed undergraduate curriculum change. If approved, the chair of the Curriculum Committee informs the Faculty Senate and signs the CRR.
9. Approved CRRs are forwarded to the Provost/Vice President for Academic Affairs and Student Services for final approval.
10. 8. The author and undergraduate curriculum committee are informed whether the change is  
11. approved or not.



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#### IV. Graduate Curriculum Review

The scope and responsibilities of the **Faculty Senate Graduate Curriculum Committee** shall include but not limited to the following actions:

- Review any graduate curricular matters to include new **graduate** courses and programs (certificates, minor, and majors) suggested by the department and supported by the college as evidenced by the completed Curriculum Review Request form.
- Ensure quality and clarity in learning goals and assessment areas in submitted graduate syllabus review.
- Ensure that the proposed graduate programs and/or courses adhere to the [Graduate Programs Outcomes Assessment Framework](#).
- Ensure that proposed program and courses include graduate level student learning outcomes and rigor.
- Review modifications in existing graduate courses and programs of study.
- Evaluate other graduate curriculum issues as assigned.
- Forward Committee recommendations to the Faculty Senate.

The Faculty Senate **Graduate Curriculum Committee** is a standing committee of the Faculty Senate with equal representation from each of the three Colleges (four members from each College) and one representative from the Library.



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## Graduate Curriculum Review Procedures

The [Curriculum Review Request Form \(CRR\)](#) is to be used in order to implement curriculum actions. As reflected in the form, the process involves eight steps.

1. A graduate curricular change is proposed by an author (faculty member, department chair or Dean of the College).
2. All graduate program/major faculty members directly involved sign the CRR. A majority of the relevant faculty must approve the proposed change(s).
3. The department chair must approve of the change and sign the CRR.
4. The Dean(s) of all college(s) approves the change and signs the CRR.
5. The Dean sends the CRR to the Provost's Office.
6. The Provost's Office checks for accuracy with policies, and identifies any specific need for adjustments (if so, sends back to the Dean), and shares with the University's Accreditation Liaison for potential substantive change implications.
7. For a **graduate** curriculum request, the Provost's Office will send the CRR to the Faculty Senate **Graduate Curriculum Committee**.
8. The Faculty Senate **Graduate Curriculum Committee** considers the proposed graduate curriculum change. If approved, the chair of this committee signs the CRR and informs the Faculty Senate.
9. Committee approved CRRs are forwarded to the Provost/Vice President for Academic Affairs and Student Services for final approval.
10. The author and the Faculty Senate Graduate Curriculum Committee are informed whether the change is approved or not.



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## V. Graduate Education Council

The Graduate Education Council consists of graduate faculty from each of the three Colleges, one faculty librarian, one representative from the Office of Academic Affairs, one from the Office of Institutional Research and Assessment, and the University's Policy Analyst.

The scope and responsibilities of the Graduate Education Council shall include, but not be limited to the following actions:

- Serve as an advisory group to the Provost/Vice President for Academic Affairs and Student Services (acting graduate dean)
- Promote the advancement and improvement of graduate study at the University.
- Ensure collaboration and absence of duplication of new graduate courses and programs.
- Develop and review guidelines for graduate courses and new programs as determined by departments and colleges, as well as guidelines for the number of credits in graduate programs.
- Participate in the development of rules, policies, and standards pertaining to graduate education and graduate programs and to act upon any question affecting those policies.
- Evaluate other graduate education issues as assigned.

## VI. Responsibility for this Operating Policy

### Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the Provost/Vice President for Academic Affairs and Student Services is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.



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This policy will be reviewed every 2 years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

#### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Provost/Vice President for Academic Affairs and Student Services.