Curriculum Proposal Sequence

Approval Process:
- Department
- Curriculum Committee
- Educational Planning Committee
- Faculty Senate
- Senior V.P. Academic Affairs
- President
- Dean of Faculty
- Registrar
- Catalog
- Admissions if new program
- Department
- Other School
- Other School
- Library

Informative Process:
- Registrar
- Catalog
- Admissions if new program
- Department
- School
- Other School
- Other School
- Library

Woodbury University
Curriculum Committee
SUBSTANTIVE CHANGE FORM

A substantive change involves a revision to the content of the curriculum including a change of course objectives and may have budgetary and/or resource implications. These revisions include but are not limited to:

1. A new course(s)
2. Deletion of an existing course(s)
3. Rewriting a course description in a way that essentially creates a new course
4. Changes in the curriculum that alter the mission of the department, school and/or University
5. Changing the designation of a course (e.g., from unrestricted elective to general education)
6. Changing the name of a major
7. Changing a course from lecture to studio and vice versa
8. Changing the catalog description of a major in a way that alters its mission
9. Changing the unit count for a major
10. Changing the proportion of lower to upper division units within a major
11. Changing a Topics course to permanent status

INCIDENTAL CHANGE FORM

An incidental change involves a minor alteration of a course that does not change the course objectives or purpose and that has no impact on budget or resources. These revisions include but are not limited to:

1. Title and/or course description
2. Changing the number of a course
3. Changing the name of a course
4. Changing the sequence of courses in the curriculum
5. Changing the unit count for a course
6. Changing a course from lower to upper division and vice versa

NEW PROGRAM FORM

This category involves the creation of an entirely new major, minor, degree or program that does not currently exist at the University, or a change of such significance that the mission, purpose, or content of the major is substantially different from the original program.

CORRECTIONS

Changes that result from grammatical, typographic or similar minor errors should be forwarded directly to the Registrar.
Obtain signatures from Directors or Deans of other Schools

Submit all materials electronically (with the exception of the signature form) to the Curriculum Committee by the following deadlines:

<table>
<thead>
<tr>
<th>Category</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCIDENTAL CHANGES</td>
<td>November 1st</td>
</tr>
<tr>
<td>SUBSTANTIVE CHANGES</td>
<td>January 15th</td>
</tr>
<tr>
<td>NEW PROGRAM</td>
<td>January 15th</td>
</tr>
</tbody>
</table>

The Curriculum Committee serves as the clearinghouse for all curricular proposals, sending those that involve new programs or major changes in philosophy or structure to the Educational Planning Committee. The committee considers and makes recommendations on new courses and proposed modifications of existing courses. It reviews courses from new programs approved by the Educational Planning Committee.

Respond to any requested revisions and resubmit proposal to requesting committee

Revision is forwarded from Curriculum Committee to EPC, or vice versa for approval

Proposal is forwarded to Faculty Senate for approval

Proposal is forwarded to Vice President of Academic Affairs for approval

Proposal is forwarded to President for approval

Approved curriculum under Substantive or New Program categories, is distributed to the following campus constituencies:

- Office of the Registrar
- Vice President of Academic Affairs
- Dean of Faculty
- Program Chair
- Director, School of Architecture
- Dean, School of Business
- Director, School of Media, Culture, & Design
- Director, Institute of Transdisciplinary Studies
- Library
- Office of Admissions (if new program)

Registrar forwards approved curriculum for catalog production by March 1st
A Substantive Change involves a revision to the content of the curriculum, and may have budgetary and/or resource implications.

1. A new course(s)
2. Deletion of an existing course(s)
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9. Changing the unit count for a major
10. Changing the proportion of lower to upper division units within a major
11. Changing Topics course to permanent
12. Other

Proposed Changes (circle all that apply from listing)

Signature of Proposer

Signature of Director or Dean

Notification of Impacted Departments

Notification of Other Schools

ATATTACHMENTS must include:

I. Course Information (Name, number or level; e.g. 2xx, units, number of sections peryear, semester(s) offered, prerequisites)
II. Course Description (catalog description)
III. Justification (need for change)
IV. Sample Syllabus (with learning objectives)
V. Implications
   a. for Department and School
   b. for other Departments and Schools
VI. Resources (indicate whether existing or new and, if new, how funds will be generated to support them)
   a. Faculty (Attach vita if not current faculty. If current full-time, indicate what course will be given up to teach this course)
   b. Budget (Areas that require new funds and source of funds)
   c. Library (Existing collection and plans to support with additional acquisitions)
   d. Facilities (What space will be used and how will that be accommodated within existing use)

APPROVALS

Curriculum Committee
☐ Approved ☐ Denied ☐ Revise

Educational Planning Committee
☐ Approved ☐ Denied ☐ Revise

Faculty Senate
☐ Approved ☐ Denied ☐ Revise

Vice President Academic Affairs
☐ Approved ☐ Denied ☐ Revise

President
☐ Approved ☐ Denied ☐ Revise

DISTRIBUTION
• Office of the Registrar
• Vice President of Academic Affairs
• Dean of Faculty
• Program Chair
• Directors and Dean of Schools
• Library
An Incidental Change involves a simple alteration of a course that does not change the course objectives or purpose and that has no impact on budget or resources.

1. Title and/or course description
2. Changing the number of a course
3. Changing the name of a course
4. Changing the sequence of courses in the curriculum
5. Changing the unit count for a course
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7. Other ____________________

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   a. for Department and School
   b. for other Departments and Schools

DISTRIBUTION
- Registrar
- Faculty Senate
- Vice President Academic Affairs
- Program Chair

APPROVAL
Curriculum Committee
☐ Approved ☐ Denied ☐ Revise
**Curriculum Proposal**

**New Program Form**

**Due to Curriculum Committee by January 15th**

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Proposer</th>
</tr>
</thead>
</table>

**Proposed Changes** (circle all that apply from listing)

1. A new course(s)
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11. Other

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**ATTACHMENTS** must include:

<table>
<thead>
<tr>
<th>I. Department, School, Title of Major or Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Rationale (Fit with current mission and strategic directions for school and University)</td>
</tr>
<tr>
<td>III. Justification (Need for program, internal and external markets)</td>
</tr>
<tr>
<td>IV. Implications</td>
</tr>
<tr>
<td>a. for Department and School</td>
</tr>
<tr>
<td>b. for other Departments and Schools</td>
</tr>
<tr>
<td>V. Goals and Outcomes</td>
</tr>
<tr>
<td>VI. Enrollment Projections</td>
</tr>
<tr>
<td>VII. Resources (Indicate existing or new)</td>
</tr>
<tr>
<td>a. Staff (What current staff will support this? What additional staff will need to be hired?)</td>
</tr>
<tr>
<td>b. Library (Existing collection and plans to support with additional acquisitions)</td>
</tr>
<tr>
<td>c. Facilities (What space will be used and how will that be accommodated within existing use or planned expansion?)</td>
</tr>
<tr>
<td>VIII. Revenue/Expense Budget (Indicate any start-up costs)</td>
</tr>
<tr>
<td>IX. Appendices</td>
</tr>
<tr>
<td>a. Major/Minor requirements and electives (course names, numbers, units)</td>
</tr>
<tr>
<td>b. Course Syllabi (with learning objectives)</td>
</tr>
<tr>
<td>c. Schedule of projected course offerings</td>
</tr>
<tr>
<td>d. Vita of key faculty and other participants</td>
</tr>
</tbody>
</table>

**APPROVALS**

- Educational Planning Committee
  - □ Approved □ Denied □ Revise
- Curriculum Committee
  - □ Approved □ Denied □ Revise
- Faculty Senate
  - □ Approved □ Denied □ Revise
- Vice President Academic Affairs
  - □ Approved □ Denied □ Revise
- President
  - □ Approved □ Denied □ Revise

**DISTRIBUTION**

- Office of the Registrar
- Vice President of Academic Affairs
- Dean of Faculty
- Program Chair
- Directors and Dean of Schools
- Library
- Office of Admissions
- University Marketing