

Augusta University Policy Library

Effective July 1, 2021

Curriculum Approval Policy

Policy Manager: Office of the Vice Provost for Instruction

POLICY STATEMENT

Augusta University (“AU”) faculty, as defined in the Bylaws of the University Senate, develop and approve curricula for all academic programs. This policy articulates the approval process for changes to the undergraduate curriculum by any college or administrative department at AU. Such changes may include (but are not limited to) modifications of existing academic programs or degrees, the addition or deletion of courses, changes to existing courses, the deactivation of programs of study, and other changes affecting the content of the AU Catalog.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Curriculog: The electronic approval system used by AU to create, modify and deactivate academic programs and courses.

Simple Curricular Change: Any change to the curriculum that impacts only one college.

Complex Curricular Change: Any change to the curriculum that impacts, or has the potential to impact, more than one college or the core curriculum.

Undergraduate Core Curriculum: In the University System of Georgia, general education programs consist of a group of courses known as the Core Curriculum as well as other courses and co-curricular experiences specific to each institution. The attainment of general education learning outcomes prepares responsible, reflective citizens who adapt constructively to change. General education programs impart knowledge, values, skills, and behaviors related to critical thinking and logical problem-solving. General education includes opportunities for interdisciplinary learning and experiences that increase intellectual curiosity, providing the basis for advanced study in the variety of fields offered by today’s colleges and universities.

Office of Legal Affairs Use Only

Executive Sponsor: Vice Provost for Instruction

Next Review: 1/2024

PROCESS & PROCEDURES

General Overview

All curriculum changes should be introduced at the program level and explored with the program's director and/or department chair prior to initiating an official request for an action. For a curriculum request to be considered active, it must be entered into Curriculog using the form that corresponds to the type of request being made. (Guidance for accessing and using Curriculog can be found at the links provided at the bottom of this document. Once a request has been activated in Curriculog it will be electronically guided through both the faculty and administrative approval process.

Simple curricular changes are primarily approved within the college that has proposed them and then sent to the Associate Vice President for Curriculum and Instructional Innovation for approval.

Complex curricular changes must pass through all the approval steps of a simple change and will then be approved by each impacted college, and then be approved by the University Senate Curriculum & Academic Policies committee (USCAP). Academic programs will provide all the information needed to shepherd their proposal through this approval process.

Special Considerations in the Complex Approval Process

The Graduate School: Proposals which affect programs or courses that will be or are part of The Graduate School must be approved by Graduate Council. Once approved by the Graduate Council, proposed curricular modifications that effect only one college are sent directly to the Associate Vice President for Curriculum and Instructional Innovation and not to University Senate Curriculum and Academic Policies Committee (USCAPC). Curricular modifications that effect more than one college will be sent to the USCAPC

Core Curriculum Area A – E: Curriculum changes affecting the Core Curriculum Areas A through E must be approved by the University System of Georgia General Education Council. The office of the Associate Vice President for Instructional Innovation and Curriculum will ensure the appropriate review occurs after approval by the USCAPC.

Core Curriculum Area F: The learning outcomes and courses that are authorized for Area F have been established by the University System Academic Advisory Committees established for each discipline. Institutions must follow these guidelines when making changes to Area F requirements for their degree programs. Therefore, no University System approval is needed for institutions to add individual courses to Area F so long as they comply with the stated guidelines for the discipline. Changes affecting Area F that fall outside of the guidelines established by the University System Academic Advisory Committee for the discipline must be approved by the appropriate

Regents' advisory committees of the department(s) affected. These changes should be approved after college-level approval but prior to university-level review.

Note: To meet the university catalog deadline for the coming calendar year curricular modifications must be submitted in the Curriculog management system prior to the deadline posted in the [curriculog system](#).

The effective date of this Policy will be July 1, 2021.

REFERENCES & SUPPORTING DOCUMENTS

Board of Regents Policy Manual, Section 3.3. Curriculum.

<http://www.usg.edu/policymanual/section3/policy/C338>

Curriculog Access Request Form:

<https://www.augusta.edu/curriculum/documents/curriculogaccessrequest.pdf>

Curriculog Resource Page: <https://www.augusta.edu/registrar/curriculog/resources.php>

Core Curriculum: <http://catalog.augusta.edu/content.php?catoid=38&navoid=4574>

RELATED POLICIES

Academic Program Approval Policy: [Currently under development]

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 1/20/2021

President, Augusta University

Date: 1/20/2021