

## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

### CREATING AND CHANGING UNDERGRADUATE PROGRAMS

<b><u>Number</u></b>	02.01.14
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	December, 2004
<b><u>Purpose</u></b>	To establish a process for adding new and changing existing undergraduate academic programs.
<b><u>Policy</u></b>	Creating a new or changing an existing program (major, minor, and concentration) requires a standard process to minimize the proliferation of duplicative offerings and to disseminate curriculum changes to the campus community. The process can be particularly confusing for programs that involves disciplines of more than one college
<b><u>Procedures</u></b>	<p>When adding new and changing existing undergraduate programs units are governed by the following guidelines.</p> <p><i>Programs involving a single college:</i></p> <ol style="list-style-type: none"><li>1) Proposals for new or altered programs begin with a discussion among the faculty of the department responsible for delivering the program.</li><li>2) After faculty discussion at the unit level, the chair/director/dean prepares a Program Approval Form, along with a proposal containing at least the following: a) background information; b) academic justification; c) student need and demand for the program; d) listing of courses with credit hour requirements (for changes in existing programs, identify course deletions); e) additional resources required (faculty, facilities, equipment); and f) any other pertinent information.</li><li>3) The proposal and support materials are submitted to the College Curriculum Committee.</li><li>4) The College Curriculum Committee reviews the proposal and sends it to the college dean.</li><li>5) The dean approves the Course Approval Form and forwards it to the Office of the Provost.</li></ol>

- 6) After review in the Office of the Provost, new and changes in existing undergraduate courses are transmitted to the Faculty Senate Curriculum Committee.
- 7) Upon review and action by the Curriculum Committee, Course Approval Forms are sent to the Office of the Provost for final approval (undergraduate offerings are approved by the Associate Provost for Undergraduate Studies).
- 8) The Office of the Provost distributes the approved Course Approval Form to the originating college dean and department, and other appropriate units, including the Registrar and catalog management personnel.

*Programs involving more than one college:*

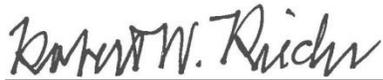
- 1) Proposals for new or altered programs begin with a discussion among the faculty of the departments responsible for delivering the program.
- 2) After faculty discussion at the unit level, the chair/director/dean or the originating college prepares a Program Approval Form, along with a proposal containing at least the following: a) background information; b) academic justification; c) student need and demand for the program; d) listing of courses with credit hour requirements (for changes in existing programs, identify course deletions); e) additional resources required (faculty, facilities, equipment); and f) any other pertinent information.
- 3) The proposal and support materials are submitted to the College Curriculum Committee.
- 4) The College Curriculum Committee reviews the proposal and sends it to the college dean.
- 5) The college dean forwards the proposal to the dean(s) of the other college(s) involved who sends the proposal to appropriate department(s) and that college's Curriculum Committee.
- 6) With signature(s) of acknowledgement and optional comment(s) from appropriate other unit(s), the originating college dean approves the Course Approval Form and forwards it to the Office of the Provost.
- 7) After review in the Office of the Provost, new and changes in existing undergraduate courses are transmitted to the Faculty Senate Curriculum Committee.
- 8) Upon review and action by the Curriculum Committee, Course Approval Forms are sent to the Office of the Provost for final approval (undergraduate offerings are approved by the Associate Provost for Undergraduate Studies).

- 9) The Office of the Provost distributes the approved Course Approval Form to the originating college dean and department, and other appropriate units, including the Registrar and catalog management personnel.

**Review**

Academic Affairs will review this policy every five years or sooner as needed.

**Approval**

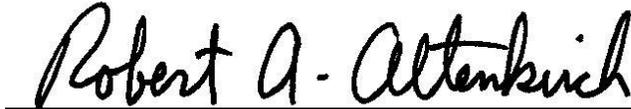


Chief University Counsel



Provost and Executive Vice President for Academic Affairs

**APPROVED:**



President