Governors State University
CURRICULUM AND COURSE APPROVAL / CHANGE POLICY

I. PURPOSE
   A. The purpose of this policy is to establish Governors State University's policy governing the modification of existing curricula, including the review and approval of proposed new curricula, new courses, and changes to existing courses.

II. DEFINITIONS
   A. Academic Program Review Committee (APRC): A committee that falls under the purview of the Faculty Senate charged with reviewing proposals for new programs, majors, minors, concentrations, and certificates and evaluating annual program reviews and cyclical university and state reports. Its focus is on resources, stated need, and rationale. Its purpose is to fulfill the role of shared governance in addressing changes made to the University's curricular requirements (See Faculty Senate Bylaws and Standing Rules).

   B. University Curriculum Committee (UCC): A committee that falls under the purview of the Faculty Senate charged with reviewing proposed academic curricula on a periodic basis, including use of criteria on the scope, level, and sequence of work, internal and external evaluation, admission requirements, culminating experiences, and qualification of teaching faculty. It recommends to the Provost Office the approval, modification, or rejection of all new courses and all changes to existing courses on a periodic basis. Its purpose is to fulfill the role of shared governance in addressing changes made to the University's curricular requirements (See Faculty Senate Bylaws and Standing Rules).

   For the avoidance of doubt, for purposes of the interpretation and implementation of this Policy 2, in the event there is any conflict between the terms and conditions of this Policy 2 and the GSU-UPI Collective Bargaining Agreement (the "Bargaining Agreement"), the terms and conditions of the Bargaining Agreement shall control. In the event of any conflict between the terms and conditions of this Policy 2 and the Board of Trustees Regulations, as same may be amended from time to time, the terms and conditions of the Board of Trustees Regulations shall control. In the event of any conflict between terms and conditions of this Policy 2 and applicable law including, but not limited to, policies and procedures implemented by agencies regulating the University pursuant to applicable law such as the Illinois Board of Higher Education, the terms and conditions of applicable law or those policies and procedures implemented by those agencies shall control.

   C. CURRICULUM
   Academic programs, prior to being offered at the University, must have received approval by the pertinent governing boards. New academic programs (majors, concentrations, minors, certificates) will be concurrently reviewed by both the APRC and the UCC prior to submission to the governing boards. The APRC will review and recommend proposed changes in academic programs related to:

       1. Special admission requirements
       2. Recommended preparation
       3. Admission to candidacy
       4. Degree requirements
       5. Core requirements
       6. Additional requirements
       7. Concentration requirements
       8. Electives
       9. Other areas as appropriate.

D. COURSES

Courses to be offered for academic credit at the University must be approved by the procedures outlined herein.

1. Courses may be approved in one of two categories:
   a. Category 1: Required, selective, and elective courses that are explicitly specified as a part of an approved academic program;
   b. Category 2: Courses that are not explicitly identified as part of an approved academic program (e.g., experimental courses designed to serve a special need or professional development courses).
2. Category 1 courses shall be approved initially for five years and must be reapproved every five years thereafter.
3. Category 2 courses shall be approved initially for two years and shall be subsequently retired or resubmitted for Category 1 course approval.
4. The UCC shall review and recommend approval/disapproval of all Category 1 and Category 2 courses for initial approval and subsequent renewals of approval. Course changes characterized as minor (e.g., changes in terms offered, instructor, course assignments, reading materials, and grading scale) and non-credit courses do not require review by the UCC.
5. The UCC in conjunction with the provost (or designee) will develop appropriate procedures and forms associated with the review process in the areas outlined above.

E. REVIEW PROCESS

The curriculum/course review process must include opportunities for faculty and administration input at both the collegial and university levels. To this end, each college shall develop, subject to approval by the Provost, a documented curriculum/course review and recommendation process, which ensures:

1. Faculty participation at the divisions and/or collegial level;
2. Administrative review at the division and collegial levels;
3. A process for resolving differences of opinion between faculty and administration [and a mechanism to ensure all recommendations (positive or negative) from faculty and administrations are forwarded to the next level of review, if these differences cannot be resolved,];

4. A process for intracollegial course development and review;
5. A process for examining potential significant course duplication or overlap; and
6. Compliance with university procedures and timelines.

A complete list of procedures for programmatic changes, curricular changes, additions or deletions is located on the Faculty Senate portal page in the UCC section.

Addendum: Curriculum and Course Approval/Change Procedures

- A request for course or programmatic curriculum changes (revisions, additions, or deletions) should, with supporting documentation, identify:
  (1) the curricular objective at the University, college, major, concentration and/or minor level that the proposed change satisfies;
  (2) whether the proposed change is a result of an external review by an accreditation body or consultant; and
  (3) if the change is being made to reflect current state-of-the-field standards.
- A new course request to the UCC must address the following areas:
  (1) structural considerations, including title, hours, course number/level;
  (2) descriptive and rationale considerations including catalog description, place in program's curriculum, and intended audience;
  (3) curriculum considerations including course objectives, prerequisites, and instructional modalities (separate syllabi are required for each modality: face-to-face, hybrid, online);
  (4) evidence that the request will not result in significant course duplication or overlap.
- A request to revise an existing course shall address the following areas:
  (1) how the revisions will benefit students and accomplish program objectives;
  (2) how the revision will affect other majors; and
  (3) catalog revisions.
- The UCC shall forward to the Provost those curriculum/course requests received from the colleges with recommendations for approval. When a curriculum/course request receives a negative recommendation from the UCC, a copy of the decision shall be returned to the originator and the program coordinator with the reasons for the decision.
- Each recommended request for curriculum/course addition, change, or deletion shall be reviewed by the Provost (or designee) and either approved or disapproved. The Provost will consult with the UCC regarding recommendations prior to making the final determination on such requests. If the Provost denies a request or approves a request that had a negative recommendation from the UCC, that decision and its explanation shall be forwarded to the UCC and the originator.

ACKNOWLEDGEMENT

The University acknowledges and credits documents from the following in the rewriting of this document: University of Idaho.

RESPONSIBLE PARTY

The Provost or their designee is responsible for establishing procedures for implementing this policy.

Effective December 10, 1980
Revised 12/3/90
Revised 04/01/2021