

**Curricular Development and Modification Approval**

**POLICIES**

**Issued:** October 26, 2018

**Responsible** Provost and Vice President for Academic

**Official:** Affairs

**Responsible Office:** Academic Affairs

---

**Policy Statement**

---

It is the policy of Austin Peay State University that:

1. Each department shall have a curriculum committee of its choosing to act on curricular matters for the department.
2. Curricular recommendations shall have been approved by the department Chair in order to be forwarded to the college curriculum committee.
3. Each college, and the graduate school, shall have a curriculum committee of its own choosing.
4. The University Curriculum Committee acts on curriculum proposals from the colleges as well as university-wide curriculum changes and admissions, progression, and graduation requirements.

---

**Purpose**

---

The purpose of this policy is to establish the steps in the course and program development and modification approval process and other curricular changes.

---

**Procedures**

---

- A. Recommendations for curricular change ordinarily are initiated by a departmental curriculum committee. Faculty members desiring to initiate proposals for curricular change should submit such proposals to their departmental committee. Additionally, the University Curriculum Committee, the appropriate dean, the Vice President for

Academic Affairs, or the President may make recommendations to departmental committees.

- B. Curricular changes recommended by a departmental committee shall be forwarded to the appropriate college dean for presentation to the college curriculum committee for action.
- C. College curricular recommendations shall be presented to the dean of the college for action. (The college curriculum committee forwards proposals involving teacher certification after action to the Council for Teacher Education. Council for Teacher Education forwards its recommendations to the dean of the appropriate college.)
- D. Course and program development and modifications shall follow the procedures outlined below:
  - 1. The dean or their representative of a college presents to the University Curriculum Committee approved course and program changes (Exception: proposals involving graduate programs go from the dean to the Graduate Academic Council for its action and then to the University Curriculum Committee.)
  - 2. Graduate course and program approvals are acted upon by the Graduate Academic Council upon receipt from the appropriate college dean.
  - 3. University Curriculum Committee receives and acts on all course and program changes after their approval by the appropriate college committee and dean.
  - 4. Course and program changes that require approval by the University Curriculum Committee include but are not limited to:
    - a. Modification to university admission, progression and graduation requirements\*
    - b. new courses
    - c. change to existing course rubric, content, credit hours, prerequisites, and other course modifications\*\*
    - d. termination of courses
    - e. name change of existing academic major, minor, concentration, or other program
    - f. change (increase or decrease) in the number of hours of an existing academic program

- g. modification of program admission, progression and graduation requirements, including any program curriculum requirements
- h. change or add a program degree designation (such as B.A. to B.F.A.) if the change requires THEC approval
- i. extension of an existing academic program to an approved off-campus center or instructional site,
- j. change of the primary delivery mode for an existing academic program
- k. new degree programs (majors)
- l. new certificate programs,
- m. new concentrations or minors (or similar)
- n. inactivation of an existing academic major, minor, concentration, or certificate
- o. reactivation of an existing academic major, minor, concentration, or certificate that was placed on inactivation within the past three years
- p. termination of majors, minors and concentrations (either at the end of the 3-year inactivation period or an immediate termination),
- q. conversion of existing concentration to a stand-alone major,
- r. consolidation of two or more existing academic programs into a single academic program,
- s. new or renaming of an academic unit that awards credit (division, college, school, or department), and
- t. any (minor and significant) reorganization of academic units that award credit (such as moving a department from one college to another college)

\*Admission requirements to include: undergraduate admission of High School Deficiency requirements, ACT and SAT score, information regarding GPA requirements and Admission requirements for Conditional Admits, Freshman and International Students; and university-wide graduate admissions and graduation requirements. Admission requirements mandated by the state will not require University Curriculum Committee approval.

\*\*Some minor course modifications may not require approval of the University Curriculum Committee. Minor course changes can be approved by an abbreviated process (department curriculum committee, department chair, college curriculum committee, dean, and Provost)

5. University Curriculum Committee forwards its recommendation to the Provost and Vice President for Academic Affairs for action. Vice Presidential actions are subject to review by the President.
6. Some program changes require approval of the President, APSU Board of Trustees, the Tennessee Higher Education Commission and/or SACSCOC prior to implementation.
7. Curricular and program changes that require APSU President approval include:
  - a. University admission, progression and graduation requirements that are not curricular in nature (does not include changes to program-specific admissions, progression and graduation requirements),
  - b. University admission and graduation requirements, including university-wide undergraduate requirements of High School Deficiency requirements, ACT and SAT score, information regarding GPA requirements and Admissions requirements for Conditional Admits, Freshmen and International Students; and university-wide graduate student admission and graduation requirements.
  - c. University academic regulations, which are not numbered policy, nor related to admission and graduation requirements,
  - d. Change or add a program degree designation (such as B.A. to B.F.A.),
  - e. New degree program (major),
  - f. New certificate program (24 credit hours or less),
  - g. New certificate program (in excess of 24 credit hours),
  - h. New concentration or minor,
  - i. Termination of minor or concentration (either at the end of the 3-year inactivation period or an immediate termination),
  - j. Termination of major or certificate, regardless of credit hour length (either at the end of the 3-year inactivation period or an immediate termination),
  - k. Conversion of existing concentration to a stand-alone major,
  - l. Consolidation of two or more existing academic programs into a single academic program,

- m. New academic unit that awards credit (division, college, school or department),
  - n. Renaming an academic unit that awards credit (division, college, school or department),
  - o. “Minor” Reorganization of academic units that award credit (such as moving a department from one college to another college),
  - p. Significant Reorganization of academic units that award credit (such as elevating the School of Nursing to the College of Nursing). Significant reorganization includes one or more of the following criteria:
    - i. Net increase in the number of academic units
    - ii. Existing academic unit will be placed at a higher organizational level
    - iii. Additional costs incurred (such as adding an additional chairperson or administrative assistant)
    - iv. Significant change in the activity of the academic unit with or without a name change.
8. Curricular and program changes that require APSU Board of Trustees approval include:
- a. University admission, progression and graduation requirements, including university-wide undergraduate requirements of High School Deficiency requirements, ACT and SAT score, information regarding GPA requirements and Admissions requirements for Conditional Admits, Freshman and International Students; and university-wide graduate student admission and graduation requirements.
  - b. new degree programs (majors),
  - c. new certificate programs in excess of 24 credit hours,
  - d. termination of majors and certificates (certificates in excess of 24 credit hours) (either at the end of the 3-year inactivation period or an immediate termination),
  - e. conversion of existing concentration to a stand-alone major,
  - f. consolidation of two or more existing academic programs into a single academic program,
  - g. change or add a program degree designation (such as B.A. to B.F.A.) if the change requires THEC approval and

- h. new academic unit that awards credit (division, college, school, or department)
  - i. “Significant” reorganization of academic units that award credit. Significant reorganization includes one or more of the following criteria:
    - i. Net increase in the number of academic units
    - ii. Existing academic unit will be placed at a higher organizational level
    - iii. Additional costs incurred (such as adding an additional chairperson or administrative assistant)
    - iv. Significant change in the activity of the academic unit with or without a name change.
9. Curricular and program changes that require THEC approval include:
- a. new degree programs (majors),
  - b. new certificate programs in excess of 24 credit hours,
  - c. conversion of existing concentrations to a stand-alone major, and
  - d. change or add a program degree designation if deemed by THEC staff to require THEC approval
  - e. new academic unit that awards credit (division, college, school, or department)
  - f. “Significant” reorganization of academic units that award credit. Significant reorganization includes one or more of the following criteria:
    - i. Net increase in the number of academic units
    - ii. Existing academic unit will be placed at a higher organizational level
    - iii. Additional costs incurred (such as adding an additional chairperson or administrative assistant)
    - iv. Significant change in the activity of the academic unit with or without a name change.
- E. Termination of a major, minor, or concentration must include a teach-out plan per SACSCOC Substantive Change policy.
- F. Notification of actions of the several committees and offices shall be sent to the constituency from which the proposal came, and such others as are deemed appropriate.
-

---

**Revision Dates**

APSU Policy 2:001 – Rev.: October 26, 2018  
APSU Policy 2:001 – Rev.: May 11, 2018  
APSU Policy 2:001 – Rev.: December 1, 2017  
APSU Policy 2:001 – Rev.: April 20, 2017  
APSU Policy 2:001 – Rev.: September 6, 2001  
APSU Policy 2:001 – Rev.: August 1, 1986  
APSU Policy 2:001 – Issued: April 25, 1983

---

**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					

---

**Approved**

---

President: signature on file

---