

Curriculum and Course Action Quicksheet Guide

Types of Changes	Departmental Approval	Requires votes by School/College APCC/PDC/Faculty Committee	Requires votes by Undergraduate Council or Graduate Council (Substantive changes only)
Grammatical/editorial	✓		
COURSE			
New Course	✓	✓	
Inactivating a course	✓	✓	
Course Acronym	✓	✓	
Course Content	✓	✓	
Course Delivery (Distance/Off-campus)	✓	✓	Distance/off-campus course delivery must also be approved by the appropriate committee: Distance Learning Technology Committee (DLTC) /Off-Campus Committee (OCC)
Course Description	✓	✓	
Course Title	✓	✓	
Credit Amount within a course	✓	✓	
Grading Method	✓	✓	
Level	✓	✓	
Prerequisites/Corequisites (added, changed or deleted)	✓	✓	
Repeat Limits	✓	✓	
Scheduling	✓	✓	
PROGRAM			
New Program (or substantive changes to an existing Program)	✓	✓	✓
Discontinuing a Program	✓	✓	✓
Program Delivery (Distance/Off-campus)	✓	✓	<ul style="list-style-type: none"> • Required only for programs not yet approved to be taught on campus. • If program already exists on campus,

Curriculum and Course Action Quicksheet Guide

delivery must be approved by DLTC/OCC.			
DEGREE			
New Degree	✓	✓	✓
Degree Name	✓	✓	✓
Credit Amount within a Degree	✓	✓	✓ (increase of 15% or more in the number of credits)
Discontinuing a Degree	✓	✓	✓
MAJOR			
New Major (or substantive changes in an existing major)	✓	✓	✓
Major Name (includes upgrading a concentration to a major)	✓	✓	
Change in Major Requirements (UG only)	✓	✓	
Credit Amount for a Major (UG only)	✓	✓	
Discontinuing a Major	✓	✓	✓
CONCENTRATION			
New Concentration	✓	✓	✓
Concentration Name	✓	✓	
Discontinuing a Concentration	✓	✓	✓
CERTIFICATE			
New Certificate	✓	✓	✓
Discontinuing a Certificate	✓	✓	✓
MINOR (UG Only)			
New Minor	✓	✓	✓
Discontinuing a Minor	✓	✓	✓

Curriculum and Course Action Quicksheet Guide

Types of Changes	Departmental Approval	Requires votes by School/College APCC/PDC/Faculty Committee	Requires votes by Undergraduate Council or Graduate Council	Requires votes by the additional voting body
Departmental Name Change	✓	✓	✓	Board of Trustees
Departmental Merge or Split	✓	✓	✓	Board of Trustees
New department or Dissolving a pre-existent department	✓	✓	✓	Board of Trustees
School/College Name Change	✓	✓	✓	Board of Trustees
Transferring a program/degree from one department to another department	✓	✓		

Pending Questions

- Professional degree status at the UG level
 - What committee or voting or body is involved with a program becoming a professional degree program?
 - What designates a program as a "professional program"?
 - Is it simply the GE package? Is only the GE committee vote necessary?
 - What are the criteria?
 - Does it need to go on to Undergraduate Council?
- Distance/Off-Campus Delivery
 - Should curriculum & delivery be one conversation? **Yes, for programs not approved for the main campus.**
- Should discontinuation of programs and major be also voted by or at least informed to the Board?