

Course and Curriculum Changes

Abbreviation Key: SCC (School Curriculum Committee); CC (Curriculum Committee); DGE (Director of General Education); DCW (Director of Campus Writing); SA (Study Abroad); C-CA (Cross-Curriculum Approval)

Type of Change	Course Change Form	Curricular Change Form	Approvals Needed							Notes
			SCC	Dean	CC	DGE	DCW	SA	C-CA	
Any change that impacts more than one department or school:										
Required	✓	✓	✓	✓	✓				✓	
Adding a new course:										
Required	✓	✓	✓	✓	✓					
Elective	✓		✓	✓	✓					
Inactivating a course:										
Required	✓	✓	✓	✓	✓					
Elective	✓		✓	✓	✓					
Increasing course credits:										
Required	✓	✓	✓	✓	✓					
Elective*	✓		✓	✓						
Decreasing course credits:										
Required	✓	✓	✓	✓	✓					
Elective*	✓		✓	✓						
Corequisites:										
Adding	✓		✓	✓	✓					
Removing*	✓		✓	✓						

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Prerequisites:										
Adding	✓		✓	✓	✓					
Revising	✓		✓	✓	✓					
Removing*	✓		✓	✓						
Equivalences:										
Adding	✓		✓	✓	✓					Cross-Curriculum Approval may be necessary
Removing*	✓		✓	✓						Cross-Curriculum Approval may be necessary
Special approval *	✓		✓	✓						
Grading modes (changing, adding, removing)*	✓		✓	✓						
Schedule types/Delivery modes (changing, adding, removing)*	✓		✓	✓						Note that international students and students with VA benefits have restrictions regarding blended and online courses.
Course restrictions (changing, adding, removing)*	✓		✓	✓						Cross-Curriculum Approval may be necessary
Course title change*	✓		✓	✓						Course content should not be changing or only have minimal changes
Course description:										
50% or less is changing*	✓		✓	✓						
51% or more is changing	(see notes)		✓	✓	✓					This is a new course; see above for adding new course
Course attributes:										
Requesting WK, WE, CUE attribute	✓		✓	✓	✓	✓				Submit one SharePoint form to request multiple attributes, but include all necessary attachments

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Removing WK, WE, CUE attribute	✓		✓	✓	✓	✓				Submit one SharePoint form to request multiple attributes, but include all necessary attachments
Requesting W attribute	✓		✓	✓	✓		✓			Submit one SharePoint form to request multiple attributes, but include all necessary attachments
Removing W attribute	✓		✓	✓	✓		✓			Submit one SharePoint form to request multiple attributes, but include all necessary attachments
Adding a minor	(see notes)	✓	✓	✓	✓					You must also submit course change forms for each new course in the minor.
Adding track/concentration/focus/emphasis	(see notes)	✓	✓	✓	✓					You must also submit course change forms for each new course in the new program.**
Adding a major	(see notes)	✓	✓	✓	✓					You must also submit course change forms for each new course in the major.**
Adding a degree	(see notes)	✓	✓	✓	✓					You must also submit course change forms for each new course in the degree.**
Study Abroad	✓		✓	✓	✓			✓		You must submit the Study Abroad form
Significant overall changes to/reorganization of existing minor, track, major, degree	(see notes)	✓	✓	✓	✓					You must also submit course change forms for any course changes as described above
Inactivating a minor, track, major, degree	(see notes)	✓	✓	✓	✓					You must have a plan for the students currently enrolled in the program; You must also submit course change forms for any course changes as described above

*These changes are “Report Only” changes and may not be reviewed by the entire Curriculum Committee. Members of the Curriculum Committee will review “Report Only” items and may ask for clarification, suggest changes, or ask for your change to be reviewed by the entire committee, if necessary.

**“The Curriculum Committee (CC) reports all program decisions (approvals and non-approvals) to Faculty Council (FC). Additionally, CC may request that Faculty Senate (FS) vote on selected programs. The proposals for new programs that may warrant a vote at FS are those that involve significant financial resources and/or are for degrees/certificates/etc. that are of a different level and unlike any degrees/certificates/etc. that are currently offered by the school or department. For example, if the School of Business proposes a new M.S. degree that does not require significant additional funding and they are already offering a different M.S. degree, then these degrees are alike in level and it is likely that CC will not invite FS to participate in the approval process. But if the School of Business proposes a new doctoral degree without already offering a PhD or similar level degree, then it is feasible that CC would invite FS to participate in the approval process. Another example is a proposal for a discipline that is completely new to SPU that would require new expertise, new equipment, and significant additional financial resources. Examples of this could be proposals for a new BA in Architecture or a BS in Real Estate. In such cases, it is likely that CC would invite FS to participate in the approval process.”

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