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NOTE: Procedures for Curriculum Review are established under Senate Bill 02/03-4 which can be found at this link: http://www.easternct.edu/senate/process.htm
FORM SUBMISSION AND PROCESSING PROCEDURES:

Upon completion, all forms and supporting documents should be saved, and one copy of each printed and sent for the necessary signatures. At the same time, one electronic copy* of all of the form(s) with all supporting documents must be sent to Kim Renaud (renaudk@easternct.edu) in the Biology Department. When Ms. Renaud receives the signed hard copies (the original with all necessary original signatures and 1 copy), she will submit the electronic forms and supporting documents to the Curriculum Committee and place the proposal on the committee’s agenda.

Note that there may be several signatures needed before the proposal can be considered by the Curriculum Committee. Department chairs should take responsibility for shepherding proposals through the necessary preliminaries before delivering the signed hard copies to Kim Renaud.

Signature/Paper trail:

Developer → Department Chair → Dean → (Writing Board, if applicable) → (LAPC and/or LAW, if applicable) → Kim Renaud → Chair Curriculum Committee → Chair Senate

*Electronic forms and supporting documents must be in PDF format. Please label all supporting documents (syllabi, etc.) to link with the correct forms and send in one email. If possible, forms and supporting documents can be combined into one PDF form document using Adobe Acrobat Pro X. When saving/labeling forms please use the following guidelines:

For Course Changes:
Course Abbreviation (in all caps) → Course Number → Form Name
For Example: BIO 100 FormB.pdf or BIO 100 Syllabus.pdf

For Program Modifications:
Department → Program → Program Modification
For example: PSY Child Psych ProgMod.pdf

Due to the large number of proposals and paperwork received by the committee, paperwork that is not complete or labeled clearly will be returned to the department chair for resubmission. Any questions regarding paperwork prior to submission can be directed to the Curriculum Committee Chair.

Proposals that are tabled by the Curriculum Committee, pending additional materials, will be returned to the department chair via inter-departmental mail. Such items should be returned (in both hard and electronic form) to Kim Renaud after edits/additions. Changes to form C, must be approved by all signatories.

Note: Kim Renaud logs all incoming paper work and its status; however, departments should keep a copy of all submitted forms on file either electronically or in hard copy, for future reference.
GLOSSARY OF COURSE DESIGNATIONS

**Elective:** refers to a course which will count as credits toward graduation but which does not count toward any major or minor in any way.

**LAC Course:** refers to a course intended to count toward a category in the Liberal Arts Core. New courses with this designation or courses being proposed for this designation for the first time must include the necessary forms and approval from the Liberal Arts Program Committee (LAPC) before being forwarded to the University Curriculum Committee.

**LAW Course:** refers to a course intended to meet the requirements of the Liberal Arts Works program. New courses with this designation or courses being proposed for this designation for the first time, must include the necessary forms and approval from the Liberal Arts Works Committee (LAWC) before being forwarded to the University Curriculum Committee.

**Major Requirement:** refers to a course which meets a requirement or counts toward credits required in a major. Such courses include so-called “major electives.” All new courses with this designation or courses being proposed for this designation for the first time must include the necessary program modification forms and documentation for the relevant major program(s).

**Minor Requirement:** refers to a course which meets a requirement or counts toward credits required in a minor. Such courses include so-called “minor electives.” New courses with this designation or courses being proposed for this designation for the first time must include the necessary program modification forms and documentation for the relevant minor program(s).

**Online/Hybrid Course:** refers to a course which will sometimes or always be taught either completely online or partially online.

- An *online course* is one in which 100% of the class contact hours are conducted via the internet. The instructor for such a section shall provide all content via course management systems approved by the offering department and/or program, and University.

- An *online-hybrid course* is one that combines on-ground and online sessions. An online-hybrid course section substitutes 50% or more of on-ground contact hours with online contact hours. Online-hybrid courses are classified as “online courses.”

**Stage II Writing Enhanced:** refers to a course that—combined with at least one other Stage II Writing-Enhanced course—is intended to meet Stage II of the University Writing Program requirements. Consult the director of the University Writing Program for more details.

**Stage II Writing Intensive:** refers to a course that is intended—on its own—to meet Stage II of the University Writing Program requirements. Consult the director of the University Writing Program for more details.

**Stage III Writing Intensive:** refers to a course that is intended to meet Stage III of the University Writing Program requirements. Consult the director of the University Writing Program for more details.
NEW COURSES:

Note: An academic department may offer a proposed course once and have it scheduled as a pilot course (contact the Registrar to obtain a course number). NOTE: No online or online hybrid courses may be offered as pilots. The syllabus of a pilot course must be submitted to the CC for record keeping purposes prior to the course being offered. A course must have been approved by the procedures herein before being offered a second time. **The following forms must be submitted for all new course proposals:**

1. **Form A (Master Course Proposal Form)**, accompanied by a course syllabus which includes:
   a. Course number and title
   b. Catalog course description
   c. Course goals and/or objectives
   d. Course outline (indicating the schedule/calendar for a typical term)
   e. Methods of student performance assessment and evaluation (how the course grade is comprised and descriptions of major assignments/projects)
   f. Course bibliography, reading list, and/or listing of other instructional media

2. **Form C.1 (Administrative Course Review Form, New Course)**
   
   **If the proposed course overlaps with or is cross-listed with an existing course in another department or otherwise affects other departments, Form D (Departmental Support for an Overlapping Course) is also required. If the cross-listed course is also new, a separate new course proposal (all forms and documentation) must be submitted concurrently.**

   **If the proposed new course is more than 3 credits, the Four Credit Evaluation Form must be completed and submitted. Also, the syllabus should include clear curricular justification for the additional contact hours with the faculty member.**

   **If the proposed new course will meet a requirement within an existing major or minor program (but will not add credits to the program or reconfigure concentrations or tracks within the program), the following must also be submitted:**

   **Form E (Program Modification Not Requiring a Bill), accompanied by the following clearly identified supporting documentation:**
   a. proposed program description as it would appear in the catalog
   b. the current program requirements as they appear in the catalog,
   c. the revised program requirements including the new course (all changes from the current program, including the new course, should be highlighted or bolded)
   d. a clear rationale for why the change is needed

   **If the proposed new course will add required credits to an existing major or minor or reconfigure a concentration or track within a major or minor, the following must also be submitted:**

   **Form F (Program Modification Not Requiring BOR Approval/University Senate Bill Cover Sheet), accompanied by the following clearly identified supporting documentation:**
   a. proposed program description as it would appear in the catalog
   b. the current program requirements as they appear in the catalog,
   c. the revised program requirements including the new course (all changes from the current program, including the new course, should be highlighted or bolded)
   d. a clear rationale for why the change is needed
CHANGES IN OR DELETION OF AN EXISTING COURSE:

The following form must be submitted for all proposed changes to or deletions of existing courses:

1. **Form C.2** (Administrative Course Review Form, Modifying an Existing Course)

For any modifications other than deletions from the catalog, deletions from the master course file, changes in course title, or changes in course number, the following form must be submitted:

2. **Form B** (Master Course Modification Form), accompanied by a course syllabus which includes:
   a. Course number and title
   b. Catalog course description
   c. Course goals and/or objectives
   d. Course outline (indicating the schedule/calendar for a typical term)
   e. Methods of student performance assessment and evaluation (how the course grade is comprised and descriptions of major assignments/projects)
   f. Course bibliography, reading list, and/or listing of other instructional media

If the proposed change(s) are to a course that is cross-listed with an existing course in another department or otherwise affect other departments, **Form D** (Departmental Support for an Overlapping Course) is also required.

If the proposed change(s) increase the course credits to more than 3, the **Four Credit Evaluation Form** must be completed and submitted. Also, the syllabus should include clear curricular justification for the additional contact hours with the faculty member.

If the proposed change(s) affect the catalog requirements of an existing major or minor program (but will not add credits to the program or reconfigure concentrations or tracks within the program), the following must also be submitted:

**Form E** (Program Modification Not Requiring a Bill), accompanied by the following clearly identified supporting documentation:
   e. proposed program description as it would appear in the catalog
   f. the current program requirements as they appear in the catalog,
   g. the revised program requirements including the new course (all changes from the current program, including the new course, should be highlighted or bolded)
   h. a clear rationale for why the change is needed

If the proposed change(s) will add required credits to an existing major or minor or reconfigure a concentration or track within a major or minor, the following must also be submitted:

**Form F** (Program Modification Not Requiring BOR Approval/University Senate Bill Cover Sheet), accompanied by the following clearly identified supporting documentation:
   e. proposed program description as it would appear in the catalog
   f. the current program requirements as they appear in the catalog,
   g. the revised program requirements including the new course (all changes from the current program, including the new course, should be highlighted or bolded)
   h. a clear rationale for why the change is needed
MINOR CHANGES TO EXISTING PROGRAMS
(Addition, deletion, or modification of not more than 15 credits)

Examples: Change in course numbering, change in number of program credits (15 or fewer credits total), change in course sequencing, etc.

For any additions, deletions, or modifications of 15 or fewer credits to existing programs, the following forms must be submitted:

1. Form E (Program Modification Not Requiring a Bill), accompanied by the following clearly identified supporting documentation:
   a. proposed program description as it would appear in the catalog
   b. the current program requirements as they appear in the catalog
   c. the revised program requirements (all changes from the current program, including the new course, should be highlighted or bolded)
   d. a clear rationale for why the change is needed

2. Appropriate course forms (see New Courses or Changes in or Deletion of an Existing Course)

SUBSTANTIAL CHANGES TO EXISTING PROGRAMS
(Addition, deletion or modification of not more than 30 credits)

Substantial changes to existing programs require approval of the University Senate and the University President in the form of a senate bill, but not approval of the BOR.

Examples: Changes in credits of more than 15 but less than 30 credits; structural changes in focus and/or distribution of courses, etc.

For any additions, deletions, or modifications of 15 to 30 credits to existing programs, the following forms must be submitted:

1. Form F (Program Modification Not requiring BOR Approval/University Senate Bill Cover Sheet), accompanied by the following clearly identified supporting documentation:
   a. proposed program description as it would appear in the catalog
   b. the current program requirements as they appear in the catalog
   c. the revised program requirements (all changes from the current program, including the new course, should be highlighted or bolded)
   d. a clear rationale for why the change is needed

2. Appropriate course forms (see New Courses or Changes in or Deletion of an Existing Course)
NEW MINORS

New Minors requiring **18 or fewer credits**:

Note: It is recommended that *all* new minor proposals be submitted to Provost Free for comments prior to submission to the Curriculum Committee.

New Minors requiring 18 or fewer credits require approval of the University Senate and the University President in the form of a senate bill. They must also be reported to the BOR after approval of the University President, but do not require BOR approval. To propose such new minors, the following forms must be submitted.

1. **Form F** (Program Modification Not BOR Approval/University Senate Bill Cover Sheet), accompanied by the following clearly identified supporting documentation:
   a. proposed program *description* as it would appear in the catalog
   b. proposed program requirements as they would appear in the catalog,
   c. a clear rationale for the new minor

2. Appropriate course forms (see New Courses or Changes in or Deletion of an Existing Course)

3. **CT BOR Below-Threshold New Academic Offering Information Report Form**

New Minors requiring **more than 18 credits**:

See [New Programs/Major Changes in or Deletion of Existing Programs](#).
NEW PROGRAMS/MAJOR CHANGES IN OR DELETION OF EXISTING PROGRAMS

These changes are ultimately approved by the Board of Regents (BOR). Substantive changes requiring BOR approval include the establishment of new programs and major changes in or deletion of existing programs.

For a summary of the intention, goals, and process of program approvals by the BOR see BOR Review and Approval of Programs in CT Higher Education Overview.

Procedure:

1. Early in the proposal development phase at the local level, the institution submits a one-to-two-page New Program Concept Paper to the BOR Office which is shared with the BOR Academic Council (BOR-AC) at its nearest possible meeting for early input, suggestions, and consideration of potential collaborations as appropriate.

2. Program proposal is submitted to the University Curriculum Committee (and then to University Senate) for approval (see required forms and documentation below).

3. The full proposal in a standard format (see links to BOR forms below) is submitted for review to the BOR Office. Site Visit/Team Visit is only required in special cases (e.g. new degree level, unique direction for the institution, new area of competence). Based on a Planning and Quality Review, the proposal either a) moves to the BOR Academic and Student Affairs Committee (BOR-ASA) for review and recommendation for approval by the full Board; or b) moves to the Advisory Committee on Accreditation (ACA) to undergo a Quality Review as an intermediate step. In the latter case, the BOR President considers the ACA advisory recommendations before moving the proposal to BOR-ASA and subsequently the full Board.

Curriculum Committee documentation required for all new programs (except new minors of 18 or fewer credits):

1. Form G (Program Modification Requiring BOR Approval or Notification/University Senate Bill Cover Sheet), accompanied by the following clearly identified documentation:
   a. A copy of the catalog description of the proposed program and its requirements
   b. Evidence of consultation with and approval by all departments whose courses are used in the program and with the appropriate academic dean(s)
   c. A justification for the new program that delineates:
      i. objectives
      ii. demonstrated need
      iii. place in university priorities
   d. Descriptions of all existing courses included in the program
   e. Evaluation of resources available to support the program and those still needed

2. Course proposals for all new courses included in the proposed program
3. CT BOR Concept Paper for New Academic Program
4. CT BOR Application for New Program Approval
5. CT BOR Academic Program Pro Forma Budget

Links to BOR forms:

- [BOR Form Modification of an Accredited Academic Program](#)
- [Modification of an Accredited Program Resource and Cost Analysis](#)
- [BOR Form Accreditation of a Licensed Academic Program](#)
- [Accreditation of Licensed Academic Program Resource and Cost Analysis](#)
- [BOR Form Discontinuation of Academic Program](#)