

CURRICULUM APPROVAL PROCESS

Curriculum Approval Process

Proposals for curricular changes (Traditional, The American Women's College, and Graduate), require completion of the Curricular Adjustment Form (CAF) process. The CAF process may be initiated by Faculty, Department Chairs/Program Directors/Coordinators, Deans, or by the respective divisional Vice President.

The newly revised Curricular Adjustment Form should be used in all curriculum modification situations, as well as when proposing the creation or termination of a credit-bearing degree program, major/minor/concentration or certificate.

Initial development of proposed curricular changes and completion of the CAF must be in collaboration with the Department Chair/Program Director/Coordinator and Dean of the School in which the program/curriculum resides. Proposals for changes affecting more than one program must be developed in collaboration with the Department Chairs/Program Directors/Coordinators and Deans of all departments or programs affected by the proposed changes.

Where applicable, CAF content must include:

1. Program/Curricular change rationale
2. Financial proforma
3. Program/Course description(s) suitable for Academic Catalog posting
4. Course requirement template
5. Curriculum map and learning outcome update documentation

Curricular Adjustment Form (CAF) process:

1. The CAF is drafted in consultation with the respective Dean. The Dean reviews the final version of the form and shares the form with the Registrar and Academic Affairs.
2. The drafted CAF is then reviewed by the Registrar and Academic Affairs for completeness and curricular coherence. If necessary, the form should be additionally shared with Enrollment and Financial Aid for review and recommendations.
3. The completed CAF must then be presented to the full Faculty of the School in which the program resides for review and vote for approval. The CAF will also be shared with the faculty/PDs of other schools if/when those schools are impacted by the proposed curricular changes (but no vote is necessary).
4. The CAF is then formally submitted to the academic administration (i.e., Vice President of Academic Affairs).
5. The CAF is then presented to the Academic & Student Affairs Cabinet for review and vote for approval.
6. For new degree programs, the Vice President of Academic Affairs will present the proposal to the CFO and President for review and approval, with subsequent presentation to the Board of Trustees for final review and vote for approval.

In no instance may any curricular changes be submitted directly to the Registrar's Office, Enrollment Marketing, or Communications and Public Relations outside of the appropriate approval process.