

# ***Southeastern Oklahoma State University***

## **CURRICULAR CHANGE PROCEDURE**

(January 2012)

This procedure covers the following types of curricular change requests: (a) new course, (b) course revision, (c) course deletion, (d) \*new program, (e) program revision, and (f) program deletion. When a course change affects a program in any way, a Program Revision should be submitted at the same time. **To expedite the process, forms and directions are available at the following website:** <http://www.se.edu/academic-affairs/forms-and-publications/>

Changes to **general education requirements** may originate in the General Education Council or be referred to it by an individual or group. (Please refer to the *Academic Policies and Procedures Manual*, Section 3.5.9 General Education Council for procedures.)

**All other undergraduate** curricular change recommendations may originate in the Curriculum Committee or be referred to it by an individual or group. **Graduate** curricular changes may originate in the Graduate Council or be referred to it by an individual or group.

(1) A copy of any recommendation originating within or submitted to the Curriculum Committee or Graduate Council will be forwarded to the appropriate department(s) for informational purposes.

(2) Recommendations submitted to the Curriculum Committee or Graduate Council by an individual or group must disclose whether there was faculty participation from department(s) or school(s) and the results (if any) of the faculty participation.

(3) Input from the department(s) may be solicited by the initiating individual or group or by the Curriculum Committee or Graduate Council.

**STEP 1:** Request forms should be completed and processed through the Office of Academic Affairs for review. The Office of Academic Affairs will then forward the requests to the appropriate committee to begin the approval process:

### **Teacher Education Curriculum (Undergraduate and Graduate)**

- a. All undergraduate and graduate changes affecting the Teacher Education curriculum are to be forwarded to the Teacher Education Council **first** for approval. The Teacher Education Council will then forward a copy of the minutes and the original forms either to the Curriculum Committee (undergraduate programs and courses) or to the Graduate Council (graduate programs and courses).
- b. After action, the chair of the Curriculum Committee or the Graduate Council will forward a copy of the minutes and the original forms to the Vice President for Academic Affairs for action by the Academic Council.

\*A letter of intent will be sent from the President to the Chancellor. This must be done at least 30 days before a new program can be submitted to the OSRHE board.. The letter is valid for one year.  
See *Oklahoma State Regents Policy and Procedures Manual*, Chapter 3, Section 3.4.7

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**Non-Teacher Education Curriculum**

- a. **Undergraduate:** All non-teacher education undergraduate curricular changes are to be forwarded to the Curriculum Committee. After action by the Curriculum Committee, the chair forwards a copy of the minutes and the original forms to the Vice President for Academic Affairs for action by the Academic Council.
- b. **Graduate:** All non-teacher education graduate curricular changes are to be forwarded to the Graduate Council. After action by the Graduate Council, the chair forwards a copy of the minutes and the original forms to the Vice President for Academic Affairs for action by the Academic Council.

**STEP 2:** The Academic Council will consider all curricular changes which have been forwarded through the committee process.

Recommendations that are accepted by the Academic Council are forwarded to the Vice President for Academic Affairs, who will submit a written recommendation to the President.

Recommendations that are rejected by the Academic Council are reviewed by a conference committee for alterations, additions, or deletions. (Please refer to the *Academic Policies and Procedures Manual*, Section 3.5.1.4 for complete information about this procedure.)

**STEP 3:** The President approves or disapproves the recommendations. Approved changes to existing curriculum are forwarded to the Regional University System of Oklahoma for informational purposes. Changes are then forwarded to the Oklahoma State Regents for Higher Education for approval. New programs and related courses require State Regents approval.

**STEP 4:** Upon approval by the President or, when needed, the State Regents, the Office of Academic Affairs will forward to the Department Chair and Dean of Instruction the following documentation, when applicable: (a) Regents' letter of action, (b) new course inventory sheets.