Angelo State University
Curriculum Change Guidelines
(February 2001)

This document sets forth the process by which University curriculum changes are proposed and approved. This process reflects the University's commitment to the following concepts: (1) that the curriculum is a primary concern of the faculty, by whom changes are to be initiated; (2) that college and university curriculum committees, together with academic administrators, play an essential role in ensuring that proposed modifications to the curriculum are compatible with existing programs and with the mission of the University; (3) meet the reporting requirements of the Board of Regents and Texas Higher Education Coordinating Board; and (4) ensure the accuracy of the biennially published University Bulletin.

Some types of curriculum changes typically affect only the department of origin while others have greater potential for impacting other departments as well. The changes are divided into four categories, and are specified below.

**Category I** changes require approvals only of the Department Head, College Dean, and Vice President for Academic Affairs.

**Category II** changes require the approvals of the Department Head, College Dean, Vice President for Academic Affairs, Board of Regents, and Texas Higher Education Coordinating Board.

**Category III** changes require the approvals of the College Curriculum Committee & University Curriculum Committee prior to review by the VPAA; proposed changes in graduate curricula must also be approved by the Dean of the Graduate School and Graduate Council; proposals that may affect teacher certification programs require approval of the Teacher Education Council.

**Category IV** changes require the approvals of the College Curriculum Committee & University Curriculum Committee prior to review by the VPAA; proposed changes in graduate curricula must also be approved by the Dean of the Graduate School and Graduate Council; proposals that may affect teacher certification programs require approval of the Teacher Education Council. All require the approval of the Board of Regents and Texas Higher Education Coordinating Board.
Category I Changes

The following changes may be made without the approval of the University Curriculum Committee. However, the head of the proposing department is expected to consult the University Bulletin (previously known as catalog) and other department heads as needed in order to ensure that no other departments will be adversely affected by the proposed change.

Changes:

- Changes in prerequisites for existing courses, if no other departments are affected
- Changes in course descriptions that do not involve major changes in course content
- Cross-listing of courses, if all affected departments approve

Approvals Required:

- Department Head
- College Dean
- Graduate Dean (for changes involving graduate curricula)
- VPAA

Category II Changes

The following changes may be made without the approval of the University Curriculum Committee. However, the head of the proposing department is expected to consult the University Bulletin (previously known as catalog) and other department heads as needed in order to ensure that no other departments will be adversely affected by the proposed change.

Changes:

- Modification of the title of an academic program or supporting concentration
- Changes in course titles
- Changes in contact hours (lecture, laboratory, practicum)

Approvals Required:

- Department Head
- College Dean
- Graduate Dean (for changes involving graduate curricula)
- VPAA
- Board of Regents
- Coordinating Board
Category III Changes

The following changes require the approval of the College Curriculum Committee and University Curriculum Committee:

Changes:

- Change in course prerequisites, if other departments are affected
- Minor modification of requirements for an existing major, concentration, or supporting concentration
- All other minor curriculum changes not specified in this document, including but not limited to the system of grading (A, B, C, D, F vs. Pass/Fail)

Approvals Required:

- Department Head
- College Curriculum Committee
- College Dean
- Teacher Education Council (for changes affecting teacher certification programs)
- Graduate Council (for changes involving graduate curricula)
- Graduate Dean (for changes involving graduate curricula)
- University Curriculum Committee
- VPAA
Category IV Changes

The following changes require the approval of the College Curriculum Committee and University Curriculum Committee:

Changes:

- Change in number of credit hours for a course
- Addition or deletion of a course
- Addition or deletion of an academic degree program or certification program
- Addition or deletion of a supporting concentration or a concentration within an academic major
- Change in the degree designation of an existing program
- Major modification of requirements for an existing major, concentration, or supporting concentration
- All other major curriculum changes not specified in this document
- All other major changes in a course number

Approvals Required:

- Department Head
- College Curriculum Committee
- College Dean
- Teacher Education Council (for changes affecting teacher certification programs)
- Graduate Council (for changes involving graduate curricula)
- Graduate Dean (for changes involving graduate curricula)
- University Curriculum Committee
- VPAA
- Board of Regents
- Coordinating Board
Proposal Preparation

Proposals for course additions, changes, or deletions must be submitted on the approved form entitled Request for Curriculum Change (copy attached). Proposals for changes in degree programs, either substantive or nonsubstantive, must adhere to the format prescribed by Texas Higher Education Coordinating Board, www.thecb.state.tx.us. Each Category proposal is to have the appropriate signatures copied to the back of the Request for Curriculum Change Form.

Electronic posting is encouraged as a means of facilitating distribution, especially for lengthy proposals and those that may affect other departments. The proposing department need provide only one copy of the proposal, accompanied by the Request for Curriculum Change Form with appropriate signatures, if the proposal has been made available electronically. Otherwise, the department will be responsible for providing the necessary copies at each stage of the approval process.

The Approval Process for Category III and IV Changes

A major goal of the curriculum review process is to ensure that proposed curricular changes are compatible with existing courses and programs. Consideration of this issue must begin at the departmental level. It is the responsibility of the department head to make every effort to identify other departments that are likely to be affected by a proposed change, and to notify the heads of these departments of the intended change. Attempts to identify and resolve potential conflicts at this early stage may facilitate the subsequent approval process.

Proposals will be reviewed successively by the administrators and committees prescribed above. If a proposal is rejected at any level, the proposal and Request for Curriculum Change Form with signatures shall be returned to the department head with written comments detailing the reasons for the negative review. Notification shall also be made to the appropriate dean(s). Upon the first rejection prior to review by the University Curriculum Committee, the department head may elect either to submit a revised proposal or have the existing proposal forwarded to the next level of review. Upon the second such rejection, or upon rejection by the University Curriculum Committee, the proposal must be either revised or abandoned. Proposals that have been revised following rejection at any level of review must be resubmitted as new proposals.
Timetable

Please reference the Curriculum/Catalog Matrix for deadlines. In preparing curriculum change proposals, careful consideration should be given to the time required for the complete approval process. Curriculum changes can be implemented no earlier than the fall semester following the January approval by the Texas Higher Education Coordinating Board. Prior to review by the Coordinating Board, proposals must be approved by the Board of Regents of the Texas State University System, which usually meets in February, May, August, and November. The University Curriculum Committee meets twice during each fall and spring semester, with additional meetings scheduled at the discretion of the committee chair. Proposals need to reach the University Curriculum Committee approximately eight weeks in advance of any particular Board of Regents meeting in order to be submitted for approval at that meeting.

### Deadline Matrix

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<tr>
<th>College Curriculum</th>
<th>Graduate Council</th>
<th>Teacher Ed-Council</th>
<th>University Curriculum</th>
<th>VPAA Deadlines</th>
<th>Board of Regents/And THECB</th>
<th>Implement Fall</th>
<th>Bulletin Deadline</th>
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Curriculum Change Flow Chart

Department prepares proposal

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Department Head

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Dean(s)

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College Curriculum Committee
(Category III or IV changes)

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Dean of College

Teacher Education Council
(Changes affecting teacher certification programs)

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Graduate Council
(Category III or IV changes in graduate curricula)

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Graduate Dean
(Changes in graduate curricula)

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University Curriculum Committee
(Category III or IV changes)

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Academic Affairs

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State Level
(Board of Regents, Coordinating Board)

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Notification to ASU Academic Affairs

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Notification to Academic Department(s)
Registrar's Office/Schedule of Courses changed as needed
Changes made for next Bulletin software file