

# College of Education – Curriculum Change Process

Contact the Senior Associate Dean and/or Coordinator for Continuous Improvement

Step 1: The COE Academic Review and Recommendation Form will be sent to the person coordinating the curriculum change for it to be completed and returned.

**Administrative Council**

Step 2: The COE Academic Review and Recommendation Form will be sent for approval. Upon approval by the Administrative Council, the form will be sent to the Department Chair and the appropriate curriculum change proposal may be prepared for

**Academic Issues Council**

Step 3: The department will send the curriculum change proposal to AIC. AIC Representative(s) will take the proposal back to their respective department(s) for discussion. After department discussion, any feedback will be returned to AIC.

**Leadership Council**

Step 4: Upon AIC approval the curriculum change proposal will be sent to the Department Chair. Additionally, the AIC will send the curriculum change proposal and its recommendation to the Leadership Council.

**Senior Associate Dean and/or Coordinator for Continuous Improvement**

Step 5: The Leadership Council will discuss and send comments and recommendations to the Senior Associate Dean and/or Coordinator for Continuous Improvement, who will then send the comments and recommendations to the Department Chair and faculty member initiating the curriculum change.

**Program/Department**

Step 6: The Department Chair will address comments and recommendations from AIC and LC and return a revised curriculum change proposal to the Coordinator for Continuous Improvement.

**CIM**

Step 7: The Coordinator for Continuous Improvement will enter the curriculum change in CIM and monitor its progress.

**UG/GR Council**

Step 8: Will be submitted to UG/GR Council by OIE.

**Board of Trustees**

Step 9: Will be submitted to Board of Trustees by OIE.

**ACHE/SACSCOC**

Step 10: Depending on the type of program change, ACHE and/or SACSCOC approval may be required. OIE will submit.