Title: Curriculum Review and Approval
Category: Academic Affairs
Responsible Cabinet Member: Provost

Purpose

The University of Kentucky is committed to the creation, review, revision and approval of course and academic programs as a fundamental part of the ongoing development of essential and up-to-date curriculum.

Applications for new courses and academic programs, changes in existing courses and academic programs, or deleting courses and academic programs must be processed as provided in this policy.

Scope

This policy also applies to new or existing courses and programs that bear the approval of the University of Kentucky as an educational institution, are taught by UK faculty and are offered to the public. This rule applies regardless of whether the course or program is recorded on an academic transcript and whether the course is eligible toward a certificate or degree. This rule does not apply to individual activities of a faculty member or other UK employee in which they may use the UK logo simply to indicate their status as UK employees.

Definitions

- **Curriculum:** University's Curriculum Management System.
- **Graduate faculty:** For graduate programs and courses, "the faculty" is the voting graduate faculty of that program.
- **Program Faculty of a course or program homed outside of a college:** The "Program Faculty" of courses/programs homed outside of a college is an Office of the Provost-appointed program faculty body.
- **Dean of a course or program homed outside of a college:** The "dean" of courses/programs homed outside of a college is an officer appointed by the Office of the Provost to act in the prescribed manner.
- **Provost Office Administrative Council:** The "Provost Office Administrative Council" is composed of a representative from the Office of the Provost, the Office of Strategic Planning and Institutional Effectiveness, UKOnline and the Office of the Registrar.
- **University Curricular Council:** The "University Curricular Council" is composed of arepresentative from UK Core area experts, Undergraduate Council, Graduate Council and the Healthcare Colleges Council.
- **Undergraduate Council (UC):** Faculty shall comprise the UC and make recommendations to the Provost on academic matters, including undergraduate courses and programs and undergraduate program reviews. The UC shall develop criteria for undergraduate degree program proposals that ensure a progression in complexity and mastery throughout degree completion. This involves examining program courses to ensure a

progression of learning from introductory to applied or theoretical courses from the first to fourth year. This progression will be demonstrated through student learning outcomes, which will be mapped across the curriculum to illustrate increasing complexity and rigor as students advance. Additionally, the curriculum map will identify specific points where student learning outcomes are assessed.

- **Graduate and Professional Council (GPC):** Faculty shall comprise the GPC and make recommendations to the Provost on academic matters, including graduate courses and programs and graduate program reviews. The GPC shall develop criteria to ensure that graduate degree programs, including professional degree programs, are differentiated in complexity and rigor from undergraduate degree programs. The GPC must ensure that courses with both graduate and undergraduate students have clearly differentiated requirements appropriate to their respective levels of rigor and complexity. The GPC shall establish criteria to differentiate between master's level and doctoral level rigor, as well as increasing complexity and mastery as a student progresses through the degree.
- **Health Care Colleges Council (HCCC):** Faculty of the healthcare colleges shall comprise the HCCC and make recommendations to the Provost on academic matters, including professional courses and programs and professional program reviews. The HCCC shall develop criteria to ensure that the academic, professional and clinical experiences of professional students are distinct from those of undergraduate and graduate students. The criteria must also ensure appropriate and increasing levels of mastery and complexity in respective colleges.
- **Reportable Program Change:** Changes that are required to report to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or the Kentucky Council on Postsecondary Education (CPE). See Appendix A for detailed information.
- **Non-Reportable Program Change:** Changes that are not required to report to SACSCOC or CPE. See Appendix A for detailed information.
- **Academic Programs:** Degree Programs, Certificates, Minors
- **AMP:** Accelerated Masters Program (AMP)

Major course change:

- Adding or removing a course from satisfying a UK Core area
- Changing any aspect of a UK Core course
- Change in course number that is NOT within the same hundred series (600-799 is the same "hundred series," as is 800-999)
- Changing the course number to a 400G or 500-level course
- Change in course title or description which implies change in content or emphasis
- Change in prerequisite(s) which implies a change in content or emphasis
- Change in prefix
- Change in home college or educational unit
- Change in credit hours/contact hours
- Change in grading scale
- Adding or removing a cross-listing of a course

- Adding or removing distance learning delivery from a course
- Adding or removing a course from satisfying the Graduate Composition and Communication Requirement (GCCR)
- Change in description which implies a change in content or emphasis.

Minor course change:

- Change in number within the same hundred series. For the purpose of this definition, courses numbered 600 to 799, and 800 to 999, are respectively considered to be in the same hundred series. The change of a 400G course to a 400 course by the program that "homes" the course is a major course change because there may be other programs that do or plan to use that course in their own programs.
- An editorial change in the course title or description which does not imply change in content or emphasis.
- When a change in course prefix is made necessary by prior approval of a change in the name of the associated academic program or a change in the name of the educational unit, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in content or emphasis; (2) there is no change in the "hundred series" of the course number; and (3) there is no change of the educational unit responsible for the course.
- A change in prerequisite(s) which does not imply a change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s).
- A new cross-listing or a change in the cross-listing status of a course, as described above.
- Correction of typographical errors.

COURSES

The creation, change and/or deletion of credit-bearing courses must be submitted by a UK employee using Curriculum (curriculum management software) and will follow the internal approval process outlined below:

- **Department/School/Program:** The Program Faculty of the home educational unit makes the decision whether to advance a proposal for the creation, change and/or deletion of credit-bearing courses.

  The respective department chair/director must send the proposal to the College Faculty in accordance with the College Faculty Rules. By doing so, they confirm that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The department chair/director may include a separate opinion on the academic merits or on the administrative feasibility of the proposal.

  For courses homed outside of a college, the proposal for the course shall be reviewed by the Office of the Provost-appointed Program Faculty. The Office of the Provost-

appointed Program Faculty makes the decision whether to advance a proposal for the creation, change and/or deletion of a credit-bearing course.

If a unit is adding or removing a course prerequisite that belongs to another educational unit, the unit must show proof that the department/college has been notified. Approval is not required.

- **College:** The college faculty body (or an elected subset of the faculty body) makes the decision whether to approve proposals for the creation, change and/or deletion of credit-bearing courses.
- **Provost Office Administrative Council:** The Provost Office Administrative Council completes an initial review of all credit-bearing course proposals to evaluate administrative and budgetary implications.
- **University Curricular Council:** The University Curricular Council, with the support of the faculty elected to the individual councils by area and level of expertise, makes the recommendation whether to advance proposals for the creation, change and/or deletion of credit bearing courses.
  *Minor course changes do not go through the University Curricular Council.
- **Campus Awareness:** The final approval from the Office of the Provost is given once a proposal for a new, change and/or the deletion of a credit-bearing course has been sent to college deans, associate deans and Faculty Senate via an electronic campus awareness post and no objections are received. If objections are received, the proposal will not move forward; instead, the Office of the Provost will work through concerns. These proposals will also be posted to the Academic Operations website.

  If an educational unit/college solicits feedback or approval from another educational unit/college, the educational unit/college receiving the request has 30 days to respond. If a response is not received within 30 days, the soliciting unit/college will consider that consent.
- **Inactive Course Review**
  To ensure that the University maintains a current and accurate course inventory, courses that have not been offered for four (4) consecutive academic years will be identified for review by the responsible academic unit. The unit will determine whether continued active status is warranted based on curricular need, anticipated future use, program requirements, or other academic considerations.

  Courses that have not been offered for eight (8) or more consecutive academic years will be delimited unless the Office of the Provost determines that continued active status is warranted because of a university-wide, statutory, regulatory, accreditation, or other institutional requirement.

  The Office of the Registrar, in consultation with the Office of the Provost, will periodically identify courses subject to review or delimitation under this provision.

PROGRAMS

The creation, change, suspension and/or deletion of academic programs must be submitted by a UK employee using Curriculum (curriculum management software) and will follow the internal approval process outlined below:

- **Department/School/Program:** The Program Faculty of the home educational unit makes the decision whether to advance a proposal for the creation, change, suspension and/or deletion of an academic program.

  The respective department chair/director must send the proposal to the College Faculty in accordance with the College Faculty Rules. By doing so, they confirm that the proposal has been approved in accordance with the Rules of the Faculty of the originating unit. The department chair/director may include a separate opinion on the academic merits or on the administrative feasibility of the proposal.

  For programs homed outside of a college, the proposal for the program shall be reviewed by the Office of the Provost-appointed Program Faculty. The Office of the Provost-appointed Program Faculty makes the decision whether to advance a proposal for the creation, change, suspension and/or deletion of an academic program.

  If a unit is adding a course to their program that belongs to another educational unit, then a unit must show proof that the department/college has been notified.

- **College:** The college faculty body (or an elected subset of the faculty body) makes the decision whether to approve proposals for the creation, change, suspension and/or deletion of academic programs.
- **Provost Office Administrative Council:** The Provost Office Administrative Council completes an initial review of all academic program proposals to evaluate administrative and budgetary implications, and to ensure alignment with the University mission.
- **Internal Notice of Intent (Early notice):** An internal early notice for new and closure of degree and certificate programs will be sent to all college deans and associate deans for awareness.
- **University Curricular Council:** The University Curricular Council, with the support of the faculty elected to the individual councils by area and level of expertise, makes the recommendation whether to advance proposals for the creation, change, suspension and/or deletion of academic programs.
- **Faculty Senate:** The Faculty Senate takes action to advise the Provost on the creation or closure of an academic program.
- **Office of the Provost Review:** Recommendations from the Faculty Senate will be evaluated to prepare for the next step in the curricular process.
- **Board of Trustees:** The final approval from the University is given once a proposal to create a new degree program or new certificate, and/or to suspend or close a degree program or certificate has been approved by the Board of Trustees.

- **Campus Awareness:** Final approval from the Office of the Provost for the following types of proposals will be granted once the proposal has been distributed to college deans and associate deans through an official electronic campus awareness posting and no objections are received within seven (7) calendar days:

    - Creation of a new badge or minor
    - Change or suspension of a degree program, certificate, badge or minor
    - Closure of a badge or minor

    This campus awareness step ensures broad institutional notification and provides an opportunity for feedback prior to final Provost-level approval. Proposals will not advance to final approval until the 7-day review period has concluded without objection.