



Policy 02:001 – Curriculum Development and Revision

The Board of Trustees shall approve the curriculum required to obtain a degree at the University of Montevallo and shall retain control over any course or subject taught at the University.

The University President has been delegated the authority to approve all courses offered by the University, including but not limited to courses required to obtain such a degree, subject to such standards, limitations and reporting requirements that the Board may establish by policy or resolution.

Subject to the Board of Trustees' control and the President's delegated approval authority, faculty hold primary responsibility for practical development and implementation of the curriculum. The full review process outlined below applies to the creation of new or substantive revision - as defined by the Alabama Commission on Higher Education (ACHE) or The Commission on Colleges and Universities (CC&U) - of existing academic programs, including minors and certificates. Changes that require notification or approval from ACHE and/or CC&U and/or the U. S. Department of Education include, but are not limited to, a change in the mission of the University, the addition of a degree program in a field in which programs have not previously been offered, delivery of programs at a new off-campus site, and dual degree agreements with another institution. Less significant curricular changes, such as changes to course pre-requisites or course descriptions, additions or deletions of courses, or similar changes are accomplished by first following the sequence outlined in Step 1, then moved to the Provost with a final approval issued by the University President.

The review process for the creation of new or substantive revision of existing academic programs is as follows:

Step 1: A complete draft program proposal will be developed by faculty in the appropriate academic unit and will be reviewed and approved by the following:

- Department Chair
- College committee charged with oversight of the curriculum
- Dean
- Undergraduate Curriculum and Standards Committee (UCSC) OR Graduate Council
- Provost
- Executive Cabinet

- University President.

Step 2: The program proposal will be submitted by the President to the Board of Trustees for approval.

Step 3: The program proposal will be submitted by the Provost to ACHE as information or for approval, consistent with ACHE requirements.

Step 4: A program proposal that qualifies as a substantive change will be submitted by the Provost to CC&U as information or for approval, consistent with CC&U requirements. Changes that require formal CC&U approval will be submitted six months before expected implementation.

Step 5: A program proposal that qualifies as a substantive change will be submitted to the U. S. Department of Education as information or for approval, consistent with the Department's requirements.

Step 6: When the final required approval has been obtained, the Provost will notify the President, Department Chair, Dean, Registrar, UCSC or Graduate Council, and Executive Cabinet.

Approved 5/99

Revised 2/17, 9/26