

Curriculum and Academic Affairs Guidelines for Proposing Academic Affairs and Curriculum Changes

STEP 1

Proposals written in the approved format are submitted to the Curriculum Specialist by College Deans.

- A. *Proposals can be submitted at any time. However, for approval and inclusion in the subsequent printed catalog or fall schedule, the last Thursday in October is the deadline for proposal submission.*
- B. *Proposals not meeting the deadline but requiring implementation within the next semester are defined as “Expedited Proposals” and follow guidelines of “Expedited Proposals”.*

STEP 2

The Office of Curriculum will send notification to CAAC of proposals to be viewed in Acalog. The notification will be sent with other CAAC materials prior to each meeting.

STEP 3

Questions on the proposal are directed to the author and members of the CAAC.

STEP 4

Author of proposal, supported by the associated college dean, presents proposal to the CAAC.

STEP 5

CAAC moves that requested changes in the proposal be made by the author.

STEP 6

CAAC authorizes the review of the proposals by all faculty. Proposals that require revisions must be edited by the author prior to faculty review.

STEP 7

Faculty submits suggestions/comments/objections to proposal within one week of its distribution. Suggestions/comments/objections are sent to Office of Curriculum for distribution to CAAC.

STEP 8

Committee discusses any objections/comments/suggestions received from the University.

STEP 9

Committee decides on action (approve or return proposal to author with comments).

STEP 10

Proposals for curriculum changes are presented to the Vincennes University Faculty Senate for approval.

STEP 11

Proposals for curriculum changes are presented to the Provost and President for approval.

STEP 12

Proposals for curriculum changes (excluding course changes) are presented to the Vincennes University Board of Trustees for approval.

STEP 13

Proposals for curriculum changes involving new programs are presented to the Indiana Commission for Higher Education for approval.

STEP 14

The academic affairs or curriculum change will be made in the Banner catalog with the effective date of the change. Changes in the Vincennes University e-catalog and schedule will appear in the next publication of the e-catalog and schedule.

Procedure for vetting/adding courses to the Vincennes University Core Curriculum

1. Once the form is completed it will be sent to the UCC/General Education coordinator and then distributed to the current UCC/General Education committee.
2. The UCC/General Education committee will review, discuss, and vote on the proposal. The committee may approve the proposal, deny the proposal, or request additional information.
3. If the UCC/General Education committee approves the proposal, it will be presented to the Curriculum and Academic Affairs committee for consideration.
4. If the UCC/General Education committee denies the proposal, it will be sent back to the faculty member who originated the proposal with an explanation of why it was denied. It may be resubmitted if the reason for denial has been amended or changed and must go through the entire process again.
5. If the UCC/General Education committee requests more information concerning the proposal, the UCC/General Education coordinator will contact the faculty member and ask for additional information or clarification.