Curriculum Quick Facts

Pre-Curriculum Committee Proposal Planning Process

1. Faculty and or DC/PD develop a plan for a proposal.
2. Plan for proposal is then presented to the Dean.
3. If approved, the Dean and DC/PD share plan with AVP via email to establish a chain of communication.
4. AVP presents plan to A.A. for approval to move forward. The AVP will respond to the email chain with the decision from A.A.
   a. If the proposal requires legal review such as in the case of changes to handbook or applications, the approval will need to be received prior to moving forward in this process.
5. After approval to move forward has been received, DC/PD creates proposal in Curriculog with guidance from AVP to ensure timelines are established, expectations are clear, and correct proposal utilized.
6. DC/PD reviews, launches, and acts of first approval of the proposal. No one sees the proposal until it has been launched.
7. Dean approves the proposal.
8. Proposal is then routed to the next approvers based on proposal type.
9. After proposals have been approved at the institutional level and by BOR (if required) approval may be required by HLC or external accreditors prior to submitting the change to the OSRHE.

Proposal Types

Proposals are separated into two categories: course and program.

- Course level proposals are then divided into four options: Course Addition Request, Course Deletion Request, Course Modification Request Not Requiring CC Approval and Course Modification Request Requiring CC Approval.

  o **Course Addition Request -** requires the approval of the Curriculum Committee (CC) and the course must be part of a program.

  o **Course Deletion Request -** requires the approval of the CC. An Impact Report must accompany the proposal to ensure all affected parties are aware of the request and the potential impact on other programs across the institution. Additionally, if the course is currently listed as a required course in the program, a Program Modification is required.

- o **Course Modification Request Not Requiring CC Approval** – changes to a course name, course prefix or course description do not require the approval of CC but will require the approval of Academic Affairs (AA).

- o **Course Modification Request Requiring CC Approval** – changes to pre-requisites for a course or course credit hours will require approval from the CC. Additionally, if the proposal is to change the credit hours and the course is required in the program, a Program Modification will also be required if the overall credit hours of the program are affected.

- Program level proposals are divided into three options: Program Deletion, Program Modification, and Program New Request. All program proposals require the approval of our Board of Regents (BOR) and either a notification to or approval of the Oklahoma State Regents of Higher Education (OSRHE).

  - **Proposals needing CC approval can take up to 30 days to be approved.**
  - **After approval by CC, proposals needing BOR approval can take from 45 to 60 days for approval.**
  - **After approval by the BOR, proposals needing OSRHE approval can take up to 90 days for approval.**
  - **Depending on the proposal, these time frames could be consecutive meaning up to 6 months before final approval is achieved.**

  - o **Program Deletion Request** – Requires the approval of CC. This proposal should also include the teach-out plan needed to serve the remaining students enrolled.

  - o **Program Modification Request** – Requires the approval of CC. This proposal can include changes to the overall number of hours within a program, changes to required courses in the program, changes to elective courses in the program (special case), program name change, option name change, or degree designation change, option addition, option deletion, or electronic delivery of an existing program.

  - o **Program New** – requires approval from CC. Supporting documentation for this proposal should include data from potential program duplication, demand for the program, and justification for electing not to form a partnership with another institution offering the same program. Before a proposal is created in Curriculog, we must submit a Letter of Intent (LOI) to the OSRHE. This process allows other institutions 14 days from the date of the submission to protest the creation of your program. Please remember that any proposal for a new program or certificate must be included in the Academic Plan submitted near the end of the previous academic year.

Based on recent changes at the OSRHE, the following changes are now effective:

[In light of new policy changes, what needs approval and what only needs to be sent in a notification for OSRHE records?](#)

- Approval
    - New Program Request
    - Program Deletion
    - Program Name Change
    - Degree Designation Change
- Notification
    - Program Requirement Changes (i.e., Substantive and Non-Substantive)
    - Program Reinstatement
    - Program Suspension
    - Electronic Delivery of Existing Program
    - Option Addition
    - Option Deletion
    - Option Name Change
    - New Micro-Credentials
    - New Certificate
    - Academic Nomenclature
    - Off-Campus Agreement Form
    - Posthumous Degree
    - Honorary Degree

The catalog is planned for publication at the beginning of **March** each year as we begin enrolling students for summer and fall during March. Any substantive changes which you hope to have reflected in the catalog must be reviewed through CC no later than December to make it on the BOR agenda in February. Non-substantive changes must be received through CC no later than the first meeting in February. Any proposals received after that time will not be reflected until the subsequent catalog is published, which means your changes will take an additional year to be effective.

Last updated 4/09/2024

Other factors which must be considered are changes which require approval of our legal department, HLC, or other external accreditation bodies. Changes which affect a contract, handbook, or application must be approved by legal and then through the curriculum committee for approval. Other issues may require review by legal, but those will be decided once the plan has been presented to AA for prior approval.