

4.24 CURRICULUM REVIEW

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PROCEDURES

Timelines

In order for courses to be listed in the printed class schedule, proposals must be approved and submitted to the office of the Provost by December 1 for the change to be effective in the academic year that starts the following July 1.

Curricular Change Process

All curriculum changes are initiated at the academic unit level. No more than three individuals in a school or college may be designated to create curriculum changes. These individuals are required to attend curriculum change trainings before they are given access to the forms. These individuals work with faculty in academic programs to enter curriculum change forms.

The initiator(s) of a curricular change must prepare all recommendations on the University Curricular Change Request form that are available from the office of each school or college dean.

When submitting a curriculum change, the academic unit must identify all program requirements affected by this change. The preparer of the curriculum change and/or the dean of the school or college submitting the change is expected to notify the dean of the school or college that will be affected by the change. A separate curriculum change form must be submitted for each program that is affected.

Once a proposed change has been approved at all levels and the ESU Curriculum Form has been sent to and processed by the Registrar's office, the process is complete. Until the process is complete, any faculty member or dean who does not concur with the proposed curricular change may submit a request to the office of the Provost to refer the curricular change request to the Curriculum Review Panel.

Types of Curriculum Changes

1. **Level One Curriculum Changes** encompass any modification of a course that affects only the academic unit where the course is housed and does not require review by the Council on Teacher Education, the General Education Council, the Graduate Council, or the Committee on Advanced Programs. These changes are

minor modifications where the course description and course content (including the syllabus) remain essentially the same as when originally approved. These changes do not significantly alter the intent and purpose of the course and do not have implications for another academic unit. They include the following:

- a. Changing a course number within the same level: lower division, upper division, or graduate. (Must check with Registrar's office to make sure an appropriate number is selected prior to submitting the curriculum change.)
- b. Changing a course title.
- c. Changing a prerequisite that exists only within that department. (Must check with the Registrar's office to make sure that the change is compliant with the course management system prior to submitting the curriculum change.)
- d. Changing the number of hours.
- e. Deleting a course.

Only the course identification section (Part I) and the general statement proposal (Part II, A) on the Curricular Change Request form need to be completed.

Level One Curriculum Review Process

When the academic unit approves the curriculum proposal, it forwards the proposal to the dean, who directs the proposal through the respective college's or school's internal approval process. If the proposal is approved by the school/college and dean, it will be electronically distributed by the Provost's Office to all deans for a review period of ten (10) working days. The deans and their academic unit administrators are expected to inform faculty of the proposed curricular changes.

- If the Provost's Office receives no written objections to the proposal during the ten (10) working day review period, the proposal is considered approved. The Provost's Office informs the Registrar's Office and the originating dean of the approval. The academic unit completes the University's Curriculum Form and returns it to the Registrar's Office. This form must be received and processed by the Registrar's Office before changes can be implemented.
- If the Provost's Office receives written objections to the proposal(s) during the ten (10) day working day review period, the Provost's Office will forward objections to the originating academic unit and the respective dean. Objections are resolved by consensus among the interested parties. Objections that cannot be resolved by consensus are submitted by the Provost's Office to the Curriculum Review Panel for resolution.

2. **Level Two Curriculum Changes:** All other curriculum changes belong to Level Two (or possibly Expedited Review), including changing a course number to a different level, changing a course or degree program/concentration/minor/certificate that affects another department, adding a new course (courses that were previously

taught under umbrella numbers are considered new courses), an extensive course change is being requested, or the change requires review by either the Council on Teacher Education, the General Education Council, the Graduate Council, or the Committee on Advanced Programs, then full details must be supplied on the Curricular Change Request form (Part II, B). Before any course can be required of any students, full details of the course must be provided on the Curricular Change Request form and that course must have been approved via the curriculum review process.

Level Two Curriculum Review Process

All curriculum changes are initiated at the academic unit level. When the academic unit approves the curriculum proposal, it forwards the proposal to the dean, who directs the proposal through the respective college's or school's internal review process.

It is expected that if two or more schools or colleges initiate a curricular change, it is expected that the faculty and deans of each academic unit are involved.

For a Level Two proposal, the dean also forwards the proposal to the applicable review body or bodies (e.g., the General Education Council, Graduate Council, Council on Teacher Education, Committee on Advanced Programs) to initiate their review.

If the proposal is approved by the college/school, the respective dean, and all additional review committees or councils, it will then be electronically distributed by the Provost's Office to all deans for a review period of ten (10) working days.

Each dean and their academic unit's curriculum team are expected to inform faculty of the proposed curricular changes distributed by the Provost.

- If the Provost's Office receives no written objections to the proposal during the ten (10) working day review period, the proposal is considered approved. The Provost's Office informs the Registrar's Office and the originating dean of the approval. The academic unit completes the University Curriculum Form and returns it to the Registrar's Office. This form must be received and processed by the Registrar's Office before changes can be implemented.
- If the Provost's Office receives written objections to the proposal(s) during the ten (10) day working day review period, the Provost's Office will forward objections to the originating academic unit and the respective dean. Objections are resolved by consensus among the interested parties. Objections that cannot be resolved by consensus are submitted by the Provost's Office to the Curriculum Review Panel for resolution.

Expedited Review Process

Under rare circumstances a school or college may need to expedite a new program review to respond quickly to distinct opportunities to meet workforce, economic or other special needs. An expedited review process is designed to allow ESU to review new programs (and any new courses or modification to courses that are part of the new program) within a shorter timeframe, thereby allowing ESU to request an Expedited Program Review with the Kansas Board of Regents.

The criteria for an expedited program review are:

- has a direct and immediate impact on meeting workforce, economic, or other special needs and/or has been directly requested by a corporate, industrial or public entity;
- is unique within the Kansas Board of Regents university system, or if not unique, that duplication is appropriate; and
- meets all the requirements of Kansas Board of Regents policy on delivery of academic courses and programs.

If a school or college and their dean believe that their new program meets the criteria for an expedited program review, the dean should contact the Provost and Vice President for Academic Affairs to confirm that the criteria for an expedited program review are met. Once the Provost and Vice President for Academic Affairs confirms that the proposed program meets the criteria for an expedited program review, the Office of the Provost and Vice President for Academic Affairs will initiate a campus-wide curricular review. The campus-wide curricular review process will be as follows:

The Office of the Provost and Vice President for Academic Affairs will electronically distribute the proposed program (or program package) campus-wide. The campus community will have 5 class days to pose objections to the proposed program (and/or the new courses or modified courses that are part of the new program). Formal objections should be presented in writing to the Provost and Vice President for Academic Affairs. On the 4th day of the review period, the Office of the Provost and Vice President for Academic Affairs will hold an open forum to allow entities to voice any objections. Objections raised in the forum must also be submitted in writing to be considered as a formal objection to the proposed program (or its new or modified courses).

If any formal objections are presented in writing within the 5 day review period, the Office of the Provost will forward objections to the originating school or college. The opposing entities have an additional 5 days to resolve the conflict. If the 2 entities cannot resolve the conflict within 5 class days, the Curriculum Review Panel will be convened to resolve the dispute. The Curriculum Review Panel will serve as mediator in the conflict, and if a resolution is not possible, the recommendation of the Curriculum Review Panel will be forwarded to the Provost and Vice President for

Academic Affairs. The President or designee in the office of the Provost becomes the final authority on the matter.

Deadlines for Expedited Program Review

The expedited review procedure can only be initiated when the traditional fall and spring semesters are in session. The 5 class-day review period does not include any breaks in the academic calendar.

Curriculum Review Panel

If objections to a curriculum change cannot be resolved by the disagreeing parties, then the Dean(s) of the academic unit(s) initiating the change will notify the Provost. The Office of the Provost will notify the initiators of the change and members of the Curriculum Review Panel.

The chair of the Curriculum Review Panel will contact the initiator(s) of the curricular change and the individual(s) or group(s) objecting to the change. The chair will engage all groups involved to attempt to resolve the issue. The Curriculum Review Panel will serve as mediator in the matter.

Composition of the CRP

The CRP shall total ten (10) individuals, who should be appointed as follows:

- One (1) faculty chair who shall be chosen from the membership of the Academic Affairs Committee of the Faculty Senate if possible. If this is not possible, any member of the teaching faculty may be appointed chair.
- Seven (7) teaching faculty
One faculty member should be appointed from each academic unit:
 1. School of Applied Health Sciences
 2. School of Business and Technology
 3. School of Humanities and Social Sciences
 4. School of Library and Information Management
 5. School of Science and Mathematics
 6. School of Visual and Performing Arts
 7. The Teachers CollegeThree (3) of these members may be from the teaching faculty at large.
At least four (4) of the faculty members must teach in graduate programs and/or be able to represent graduate programs.
- Two (2) students
The President of the Associated Student Government shall submit the names of two (2) students for membership on the CRP. The students shall be from different schools/colleges. One student member should be a graduate student. The Academic Affairs Committee of the Faculty Senate will either approve these nominations or ask for additional names.

Terms of Service

- The seven (7) faculty members of the CRP shall serve three- (3) year terms that expire in rotation.
- The two (2) students shall serve one- (1) year terms.
- The chair of the CRP shall be appointed for a one- (1) year term.
- The chair and all members of the CRP shall be eligible for reappointment.
- The chair of the CRP shall also serve as secretary.

Decisions

If a resolution is not possible in a curriculum dispute, then the matter along with the recommendation from the Curriculum Review Panel shall be sent back to the Office of the Provost. The Provost will refer the matter to the University President with their recommendation. The University President or the President's designee in the Office of the Provost becomes the final authority on the matter.

Revision Date:

05/06/2026 Procedural updates by Office of the Provost