

Webber International University

Florida and North Carolina Campuses

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| Curriculum Planning and Approval | Approval Date: November 26, 2013 |
| | Approved By: Joint Institutional Planning Committee Florida Faculty: April 28, 2014 North Carolina Faculty: May 9, 2014 |
| CS3.4.1 CS3.4.7 CS3.7.5 | Reviewed and Reaffirmed: August 1, 2017 |

3.4.1: “The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration.” (Academic program approval)

3.4.7 (Consortial relationships/contractual agreements)

3.7.5 (Faculty role in governance)

Curriculum Planning Policy

**Curriculum proposals for the addition of a major, minor, or new degree program.
(Please include any necessary supporting documents)**

Department:

Date:

Name of proposed program:

Person submitting the proposal:

1. Proposal:
2. Rationale for the new program [including the results of the needs assessment]:
3. Semester credit hours:
[A minimum of 60 hours for an associate degree program; 120 hours for a bachelor’s degree program; 30 hours for a master’s degree; and 30 hours for an undergraduate major. Course credit hours range from 1 to 4.]
4. General Education component (CR 2.7.3):
[minimum of 15 semester credit hours for an associate degree program, and 30 hours for a baccalaureate program]
5. Academic program coordination (CS 3.4.11):
6. Student learning outcomes:
7. Assessment strategy:
8. Requirements/pre-requisites:

9. Impact on curriculum and/or current course rotations:
10. Any new courses that will be required:
11. Implications for staffing, budget, facilities, and library/information resources (be specific, and include a pro-forma budget.)
12. Notification to other departments, if impacted by this proposal.
13. Any external approvals or notifications that are required (for example, SACS and/or state licensure offices)

Curriculum Approval Process

- 1) A proposal is prepared and submitted to the department faculty for review.
- 2) If approved by the department faculty, the proposal is submitted to the appropriate faculty review committee: the Undergraduate Curriculum Committee at the Florida campus, or the Curriculum and Outcomes Assessment Committee at the NC campus.
- 3) The faculty review committee may:
 - a. Approve, and send to the faculty for action
 - b. Refer the proposal back to the originator for more work or information
 - c. Deny the proposal
- 4) Once approved by the committee, the proposal goes to (a) the faculty and (b) administration for review and action.
- 5) The faculty and administration will each consider the proposal, and each will take one of the following actions:
 - a. Approve the proposal
 - b. Refer the proposal back to the originator or review committee for more work or information
 - c. Deny the proposal
 - d. NOTE: Final approval requires **both** faculty and administration approval.
- 6) New or revised programs will be included in the academic catalog, along with all necessary accompanying information (such as course descriptions, pre-requisites, credit hours, etc.).

Implementation responsibility: Academic Affairs

Policy review cycle: At least every three years

Compliance: Mandatory

(Curriculum Planning Guide FLA NC_Reviewed_2017.doc)