

Guidelines for Requesting Curricular Action

Effective June 1, 2016

Proposals related to undergraduate courses

(includes new courses, changes in existing courses, deletion of courses, and changes to ACE certification status; includes courses cross-listed with graduate courses)

1. Unit faculty work in consultation with unit curriculum chair to create proposal on CREQ.
 - a. Supporting documentation such as syllabi should be uploaded to CREQ.
 - b. A justification for the proposal should be provided on CREQ and should address the following:
 - i. The **reason** for the proposal;
 - ii. Impact on **enrollment** in course and department;
 - iii. Impact on broader **curriculum**;
 - iv. Effect the proposal will have on **degree requirements**; and
 - v. Any other pertinent information.
2. Proposal is reviewed by unit curriculum committee.
3. Upon approval, the unit curriculum committee chair approves the request on CREQ.
4. If required by the unit, the proposal is approved by the unit faculty.
5. The unit chair/director reviews the proposal, submits approval on CREQ, and provides a supporting memo to the College Curriculum Committee through the Associate Dean that describes:
 - a. **Planned frequency** and schedule of new course offerings or change in frequency and schedule of existing courses;
 - b. **Availability of resources** for offering the course, including faculty, classroom/studio space, equipment, and unit funding;
 - c. Any effect the proposal will have on **accreditation**; and
 - d. **Explanation of any duplication** or overlap with courses in other colleges, including supporting letter from chairs of other departments if course is cross-listed.
6. Proposal is reviewed by College Curriculum Committee. All proposal material must be received by the Associate Dean one week in advance of the Committee's scheduled meeting to be considered. To ensure implementation of the proposal by the following academic year, all proposals should be reviewed by the College Curriculum Committee during its November meeting. Proposals received after this cannot be guaranteed implementation for the following year.
7. Upon approval by the College Curriculum Committee and after consultation with the Dean, the Associate Dean approves the request on CREQ.

8. Proposal is reviewed by University Curriculum Committee, with results posted on CREQ.

Proposals to change curricular requirements

(includes changes to existing degrees/majors/minors/emphases, or removal of degrees/majors/minors/emphases)

1. Unit faculty work in consultation with unit curriculum chair to create proposal. The proposal must include the following:
 - a. **Name of unit** making proposal
 - b. A **brief description** of the request
 - c. A **justification** for the request, including:
 - i. The **reason** for the proposal;
 - ii. Impact on **enrollment**;
 - iii. Impact on unit **curriculum**;
 - iv. Effect the proposal will have on **number of hours** required for curriculum; and
 - v. Any other pertinent information
 - d. **Supporting documentation**, including:
 - i. Any pertinent **syllabi**
 - ii. **Revised bulletin copy** (show changes from original)
 - iii. **Revised 4-year plans** (show changes from original)
2. Proposal is reviewed by unit curriculum committee.
3. Upon approval of the unit curriculum committee, proposal is reviewed by unit faculty.
4. Upon approval by the unit faculty, the unit curriculum committee chair forwards the proposal to the unit chair/director.
5. The unit chair/director reviews the proposal and, if approved, forwards the proposal to the College Curriculum Committee through the Associate Dean, accompanied by a supporting memo that describes:
 - a. **Date of approval** by unit faculty
 - b. **Availability of resources** to support the proposed changes, including faculty, classroom/studio space, equipment, and unit funding; and
 - c. Any effect the proposal will have on **accreditation**.
6. Proposal is reviewed by College Curriculum Committee. All proposal material must be received by the Associate Dean one week in advance of the Committee's scheduled meeting to be considered. To ensure implementation of the proposal by the following academic year, all proposals should be reviewed by the College Curriculum Committee during its November meeting. Proposals received after this cannot be guaranteed implementation for the following year.
7. Upon approval by the College Curriculum Committee and after consultation with the Dean, the Associate Dean notifies the unit chair/director and oversees appropriate changes to the bulletin.

Proposals to create new curricula

(includes new degrees, majors, minors, emphases, options, or certificates)

Because most proposals for new curricula require approval from Academic Affairs and the Board of Regents, the unit chair/director should consult closely with the Associate Dean before beginning the process of making a proposal in order to determine the appropriate format for the proposal and to ensure an appropriate timeline.

Proposals related to graduate courses

Please refer to the information on the Office of Graduate Studies website

<http://www.unl.edu/gradstudies/facstaff/curriculum>