Processes for Curriculum Change

There are two types of curriculum change forms. One set is for curriculum within an undergraduate major and all graduate curriculum and is processed by the Office of the Provost, and the other set is for the undergraduate University Core Curriculum and is processed by the Office of the University Core. Please see the description and process for each set of forms below.

Office of the Provost Curriculum Forms

For the curriculum changes on this list, please use the Office of the Provost forms at this website: http://www.seattleu.edu/provost/development/forms-guidelines/. Due dates noted are for submission to Office of the Provost, after the college/school curriculum committee and Dean's office approval.

Due November 1
Create a new degree program or major
Create a new minor, specialization, or certificate
Revise an existing program
Suspend/terminate a program
Due November 15
Create a new course (with fee, November 1)
Due December 1
Revise a course (with fee change, November 1)
Delete a course
Miscellaneous change

Approval process for Office of the Provost forms:

- Department submits forms to college/school curriculum committee for approval.
- Curriculum committee submits to Dean's office for approval.
- Dean's office submits to Office of the Provost by the deadlines noted above for changes to the following academic year's catalog.
- If curricular request is approved by the Associate Provost for Academic Achievement, the Office of the Provost submits to the Office of the Registrar for processing. If the curricular request is not approved by the Associate Provost for Academic Achievement, the Dean's office is notified.
- Course Fees (if applicable)
  - If there is a new or changing course fee, the Vice Provost reviews for approval.
  - The Office of the Provost notifies the Dean's office (cc: academic budget manager) of approval/disapproval.
  - If the fee is approved, it must still be incorporated into the college/school budget proposal for the upcoming academic year.
  - If the curriculum change requires communication with the Core (usually for Math, Lab Sciences, and Senior Synthesis courses, or for courses that will be cross-listed in the Core and in their major), the forms will be forwarded to the Core and the Registrar to ensure alignment.
- Office of the Registrar makes the appropriate catalog changes, which will appear for the following academic year. *(Continued on next page)*

University Core Curriculum Forms

Creating a University Core class

To create a new class under the University Core (ex: an *Academic Writing Seminar*, an *Inquiry Seminar in the Social Sciences*, etc.) please visit the Faculty Resources page of the Core Website (http://www.seattleu.edu/core/faculty-staff/faculty/new-course/)and use the appropriate Core form.

Approval process for University Core classes:

- Faculty member submits form to department chair for approval including signature.
- Department submits approved class to College Curriculum Committee for approval including signature.
- College Curriculum Committee submits approved class to the Office of the University Core Curriculum (USVC 104A). Submitted proposals will be reviewed by the Core Curriculum Committee and forwarded to the Director of the Core Curriculum for signature.
    - If the curriculum change requires communication with the Office of the Provost (usually for courses that will be cross-listed in the Core and in their major), the forms will be forwarded to the University Core as well as the Office of the Registrar to ensure alignment.
- The Director of the Core will contact faculty member and department regarding approval.

Cross-Listing Departmental Courses with a University Core class

If you are creating a new course or revising an existing course using the Office of the Provost forms and wish to cross-list with a University Core class, please indicate your intention and identify which specific Core class (use the approved class title) on the form. Cross-listing with Core classes is subject to policy requirements outlined in Core Policy 2012 01 (available in November 2012).

For updated deadlines please visit the Office of the University Core website. For college/school deadlines please contact the appropriate Dean's office.

Revised 3/2014

For questions about this document, please contact the Office of the Provost at 206-296-2595.