

University Senate Academic Approvals

In general, a proposal is never made effective for the same semester in which the change was approved. Unless the curricular form explicitly requests an effective date that is logical (for a future semester), the effective date will be the semester subsequent to when the item was approved.

The HCCC is the only entity of the Senate that meets 12 months out of the year – the Undergraduate and Graduate Councils, Senate committees, and the Senate Council and University Senate meet only during the academic year and recess over the summer.

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Below is a brief description<sup>1</sup> of the various paths curricular proposals take through the University Senate apparatus. The path descriptions assume that prior to submission to any council, the appropriate department- and college-level approvals have been received.

(Approval of DL courses and UK Core courses follow similar but modified paths.)

**Minor Course Changes:** Changes to courses that meet definitions a – e are considered *minor course changes*. Such proposals are sent directly from the dean’s office to the Office of the Senate Council (does not go to UC/GC/HCCC).

**(a)** change in number within the same hundred series

\* Based in part on that Senate Rule 3.1.0 does not break its series definition into “600 series” and “700 series” (as the Rule does for the lower course levels) the SREC interprets that for the specific purposes of the minor exception rule, the 600-799 courses are the same “hundred series,” as long as the other minor change requirements are complied with. [RC 1/15/09]

**(b)** an editorial change in the course title or description which does not imply change in content or emphasis

\* When a change in course prefix is made necessary by prior Senate approval of a change in the name of the associated program, the change to a completely new course prefix may be considered a minor change when the following standards are met: (1) there is no change in course content or emphasis, (2) there is no change in the ‘hundred series’ of the course number, and (3) there is no change to the department responsible for the course.

**(c)** a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)

**(d)** a cross-listing of a course as described above

\* The SREC interpreted that to “uncross-list” two courses is a minor change that is under the final decision authority of the Senate Council Chair. [SREC: 2/24/06]

**(e)** correction of typographical errors.

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<sup>1</sup> Please note – the text in this document is for informational purposes only. The official procedures for processing curricular items are outlined in the *Senate Rules*.

## **All other courses/programs:**

1. Courses within the 100 – 499 series (except 400G to 499G – see #2):
  - a. HCCC (if applicable)
  - b. Undergraduate Council
  - c. 10-day web transmittal for Senate Council and Senate approval<sup>2</sup>
  - d. Registrar
2. Courses within the 400G - 499G series:
  - a. HCCC (if necessary)
  - b. Graduate Council
  - c. Undergraduate Council
  - d. 10-day web transmittal for Senate Council and Senate approval
  - e. Registrar
3. Courses within the 500 – 599 series:
  - a. HCCC (if necessary)
  - b. Undergraduate Council
  - c. Graduate Council
  - d. 10-day web transmittal for Senate Council and Senate approval
  - e. Registrar
4. Courses within the 600 – 799 series:
  - a. HCCC (if necessary)
  - b. Graduate Council
  - c. 10-day web transmittal for Senate Council and Senate approval
  - d. Registrar
5. Courses within the 800 – 900 professional-level series:
  - a. *If from a health care college:*
    - i. HCCC
    - ii. Registrar
    - iii. Carbon copy to Senate Council
  - b. *If from main campus (Landscape Architecture, College of Law, etc.):*
    - i. Office of the Senate Council
    - ii. 10-day web transmittal for Senate Council and Senate approval
    - iii. Registrar
6. Program and degree name changes:
  - a. Submission to the appropriate council (HCCC, GC and/or UC)
  - b. Submission to additional council(s), if necessary (e.g. a proposal to change the BSN requires approval by the HCCC and UC, but a proposal to change the minor in International Business only requires UC approval)
  - c. 10-day web transmittal for Senate Council and Senate approval
  - d. Registrar
7. Requests for: new programs & new graduate certificates; pgm suspension/deletion; new depts; changes to names of depts/colleges; changes to college/program admission requirements; new academic centers:
  - a. Submission to the appropriate council (HCCC, GC and/or UC)
  - b. Submission to additional council(s), if necessary (e.g. a proposal to create a new Department of Neurosurgery would only require HCCC approval)
  - c. Senate committee review
  - d. Review in live Senate Council meeting
  - e. Review in live University Senate meeting
  - f. Registrar

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<sup>2</sup> On an annual basis, the Senate Council approves paralle 10-day reviews for the SC and Senate for the current academic year.

