

Approval Process for Curricular and Course Changes, Additions, or Deletions

Summary of Process

Proposals for curricular and course changes, additions, or deletions must be approved by the department or program faculty and the relevant College or School. If the matter concerns undergraduate courses or programs, then it is routed to the Undergraduate Council. If the matter concerns graduate courses or programs, then it is routed to the Graduate Council. Minutes from the Undergraduate Council and Graduate Council must be considered for approval by the Council of Academic Administrators, which must be approved by the Chancellor before becoming official. **An exception is that course changes, additions, or deletions may be implemented, following approval by the Undergraduate or Graduate Council, by action of the Provost.**

Department Level

The faculty members in each department or program must approve all undergraduate curricular and course changes, additions, or deletions that will appear in the Undergraduate Catalog. The graduate faculty members in each department or program must approve all graduate curricular and course changes, additions, or deletions that will appear in the Graduate Catalog.

College or School Level

Once approved by the department or program faculty, curricular and course changes, additions, or deletions must be considered for approval by the appropriate committee or faculty in the relevant College or School. Approved agenda items are forwarded to the Undergraduate Council and/or Graduate Council. Any proposals concerning 500-level courses are submitted to both Undergraduate and Graduate Councils.

Undergraduate Council

The Undergraduate Council has broad responsibility for advising on all undergraduate academic policies and activities of the University on its Oxford and satellite campus locations (excluding the University Medical Center). This includes the consideration of new degree programs, formulation and refinement of undergraduate regulations, consideration of undergraduate courses for approval, and decisions on petitions from students who are requesting waivers of campuswide (as opposed to departmental or school) undergraduate degree requirements. Recommendations from the Undergraduate Council and minutes of its meetings are forwarded to the Provost, who presents these proposals to the Council of Academic Administrators before forwarding all minutes to the Chancellor for approval. **The Provost may immediately approve course changes, additions, or deletions, on behalf of the Council of Academic Administrators and the Chancellor, after these items are approved by Undergraduate Council.**

The Undergraduate Council is chaired by an Associate Provost. It is comprised of tenured, professorial faculty who represent the College and each school on campus; the College of Liberal Arts has three representatives. The Provost's office supervises an election process for the faculty representatives. Other voting members include an undergraduate student representative, an Academic Computing representative, and an Outreach and Continuing Education representative. Nonvoting members include the Director of Admissions and Registrar, and a Library representative.

Graduate Council

The Graduate Council has broad responsibility for advising on all graduate academic policies and activities of the University on its Oxford and satellite campus locations (excluding the University Medical Center). This includes the consideration of new degree programs, formulation and refinement of graduate regulations, consideration of all graduate and law courses for approval, and decisions on petitions from students who are requesting waivers of campus-wide (as opposed to departmental or school) graduate degree requirements.

Recommendations from the Graduate Council and minutes of its meetings are forwarded to the Provost, who presents these proposals to the Council of Academic Administrators before forwarding all minutes to the Chancellor for approval. **The Provost may immediately approve course changes, additions, or deletions, on behalf of the Council of Academic Administrators and the Chancellor, after these items are approved by Graduate Council.**

The Graduate Council is chaired by the Dean of the Graduate School. It is comprised of tenured, professorial faculty who represent each College or School on campus; the College of Liberal Arts has three representatives. The Provost's office supervises an election process for the faculty representatives. There is also a graduate student representative. Nonvoting members include the Vice Chancellor for Research and Sponsored Programs, and a Library representative.

Council of Academic Administrators

The Council of Academic Administrators has broad responsibility for all academic activities of the University on all its campuses other than the Medical Center. The Council oversees the conduct of ongoing academic programs; it recommends the establishment of new programs and the terminations of, or changes in, existing programs. It receives copies of minutes and recommendations from the Undergraduate Council, the Graduate Council, and the External Academic Affairs Committee. **The Council of Academic Administrators may request to the Provost that a recent decision regarding the approval or disapproval of a course item be reconsidered.**

The Council of Academic Administrators is chaired by the Provost/Vice Chancellor for Academic Affairs. The Council is comprised of the deans from each college or school, Graduate School, branch campuses, library, and McDonnell-Barksdale Honors College; Vice Chancellor for Research and Sponsored Programs; Director of Academic Support Center; Director of Institutional Research; Chair of the Faculty Senate; and representatives from the Associated Student Body, Graduate Student Body, Undergraduate Council, and Graduate Council.

Nonvoting members include the Director of Admissions and Registrar, the Executive Director of Outreach and Summer Session, a representative from the Office of Information Technology, and an Associate Provost.

Chancellor

Once the Chancellor approves the minutes of the Council of Academic Administrators, the items in the minutes are officially approved. The minutes are forwarded to the Registrar's Office, Office of Publications, and the Office of Information Technology.

When the Provost approves course items (changes, additions, and deletions) that are included in the minutes of Undergraduate Council or Graduate Council, these course items are forwarded to the Registrar's Office, Office of Publications, and the Office of Information Technology prior to formal approval of the remaining components of these minutes.