New/Revised Curriculum and New Course Proposals: Procedures for Review and Approval

I. OVERVIEW - Procedure for Curriculum and Course Proposal Submission for Review and Approval

1. Submit one hard copy with original signatures and an electronic pdf version of the PROPOSAL PACKET (see below sections II and III for details) along with a transmittal cover letter from the department chairman indicating support for the new course and/or new or revised curriculum to the Office of the College of Graduate Studies.

2. The Dean or designee and/or College of Graduate Studies staff will review. Clarification and/or additional information may be requested.

3. Dean or designee forwards the complete proposal packet to the Graduate Council members.

4. Champion/spokesperson for new course or new/revised curriculum is invited to present the course/program before the Graduate Council.

5. The Graduate Council reviews proposal packet and makes recommendation to the Dean focusing, in large part, on the educational and scholarly need and impact of the course and/or curriculum.

6. All recommendations are recorded in the published minutes of the Graduate Council meeting.

7. For a proposal that has not been approved, Dean or designee notifies Graduate Studies Staff and originating department.

8. For a proposal that has been approved, the Dean or designee notifies the originating department, Graduate Studies Staff, and Vice President for Academic Affairs. The proposal packet with approval signature of the Dean is forwarded electronically to Office of the Vice President for Academic Affairs per Curriculum Revision Approval Policy (http://www.georgiahealth.edu/aaffairs/associate/revision/CurrRevPolicy.html) where:

   a. The Vice President for Academic Affairs will verify the request form is complete and any pertinent documentation included.

   b. The Director of Business Operations will compile the fiscal considerations of the proposed curriculum change.

   c. Once verification is complete, the request form will be forwarded to the Provost for approval.

   d. Following approval by the Provost, the Office of the Registrar will complete the official curriculum revision(s) and course listings as applicable.

9. IMPORTANT TIME CONSIDERATIONS:

   a. Approval at program level

   b. Complete proposal packet should be submitted to College of Graduate Studies at least 2 weeks or more prior to the Graduate Council Meeting, for initial review by the Dean/dean’s office. Graduate Council usually meets on the 4th Friday of each month – check with College of Graduate Studies Office to confirm dates for upcoming meetings.

   c. Complete packets are sent to Graduate Council members 1 week prior to the Graduate Council meeting where the proposal will undergo discussion and review.
The VP for Academic Affair’s deadline for APPROVED proposal packets is **12 weeks** prior to the start date of each semester/term changes are proposed to go into effect. For details see: http://www.georgiahealth.edu/aaffairs/associate/revision/CurriculumRevisionDeadlines.htm

**II. CURRICULUM PROPOSAL PACKET - requirements for New Curriculum or for Revisions of Current Curriculum**

The following items must be included for all new or revised curriculum proposals:

1. CONTACT information for person providing information submitted in curriculum packet.
2. A transmittal cover letter from the department chairman indicating support for the new course and/or new or revised curriculum to the Office of the College of Graduate Studies.
3. Statement of the overall plan of the curriculum – include list of new/revised courses.
4. Statement of rationale for new or revised curriculum.
5. NEW Course proposal information for each new course is required. See below (III. COURSE(S) – Proposal for New Course(s)) for an itemized list of information and form that must be provided for each new course.
6. Indication of resource needs if increased, e.g., space, students, faculty, funding sources.
7. If applicable, a statement of how the proposed revisions will affect accreditation.
8. An illustration of a typical program of study = course listing for courses each semester and each year of the program.
   a. For new programs this should be a curriculum schema for the new program. Follow example at: http://www.georgiahealth.edu/aaffairs/associate/revision/CurrRevPolicy.html
   b. For curriculum revisions this must be a side-by-side comparison of the existing current curriculum schema next to the proposed curriculum schema. All changes should be highlighted in the proposed curriculum schema – this includes changes in courses AND credit hours. Follow example at: http://www.georgiahealth.edu/aaffairs/associate/revision/CurrRevPolicy.html
9. Provide rationale for any curriculum revisions resulting in credit hour increases or decreases. The fiscal implications are often significant and require careful assessment of institutional impact.
10. Documentation of approval at program and College level for the new curriculum or curriculum revisions:
   a. name of committee responsible for approving curriculum/course changes at program level
   b. name/signature of the chair of the committee verifying committee approval
   c. date of committee approval
   d. If curriculum/course changes at the program level are not approved via a program committee process – please explain (very briefly) approval process and provide appropriate name/signature for individual authorizing approval at the program level.
11. Comment on any other relevant changes or information.

**III. COURSE PROPOSAL PACKET - requirements for New or Revised Course(s):**

The following items must be included for each new or revised course:

1. CONTACT information for person providing information listed below.
2. A transmittal cover letter from the department chairman indicating support for the new course and/or new or revised curriculum to the Office of the College of Graduate Studies.

4. Statement of need for the course
5. Does the course duplicate other offerings within or outside the program or department?
6. Statement of the goals of the course, e.g., will the student learn ways of reviewing the literature, analyzing data, new research techniques, new clinical skills, etc.
7. Type of student evaluation to be used in the course.
8. Additional resources that will be needed beyond your program/department. Describe how those resources will be obtained.
9. Documentation of approval at program level for the new curriculum or curriculum revisions:
   a. name of committee responsible for approving curriculum/course changes at program level
   b. name/signature of the chair of the committee verifying committee approval
   c. date of committee approval
   d. explanation of alternate approval process at program level with program director and program/department chair signatures confirming process and approval

10. Additional Comments.
11. ATTACH (for each new or revised course): Detailed description of topics to be covered or for didactic and lecture courses a course syllabus listing lecture titles or lecture topics must be submitted. For course revision, indicate (state, highlight etc) differences between original and revised course.

12. ATTACH (for each new or revised course): List of names of faculty who will be conducting the course and indicate: degree held, dept/program affiliation, and whether or not they have graduate faculty appointments. For course revision, indicate (state, highlight etc) differences between original and revised course.

13. ATTACH (multiple new/revised courses can be included in ONE curriculum schema, as appropriate): An illustration of a typical program of study = course listing for courses each semester and each year of the program.
   a. For course(s) in a new program, this should be a curriculum schema for the new program.
      Follow example at: http://www.georgiahealth.edu/aaffairs/associate/revision/CurrRevPolicy.html
   b. For course(s) in a revised curriculum this must be a side-by-side comparison of the existing current curriculum schema next to the proposed curriculum schema. All changes should be highlighted in the proposed curriculum schema – this includes changes in courses AND credit hours. Follow example at: http://www.georgiahealth.edu/aaffairs/associate/revision/CurrRevPolicy.html

14. NOTE: For each course request that is approved, the following additional information will be required soon after approval notification.
   a. Day(s) of week course is to be offered
   b. Time of day course will be offered (start + stop)
   c. For each required book – provide book name, publisher, ISBN#
   d. For each recommended book – provide book name, publisher, ISBN#