

Curriculum Approval Process

Internal Approvals:

1. Academic Unit Head (Chair)
2. Academic Unit Heads for departments affected by the action (only if needed)
3. Distributed Learning (if new or change DL course) –*courses only*
4. College/School Representative (usually the APL)
5. Undergraduate Dean
6. Instructional Development (if new DL course) –*courses only*
7. Registrar (Banner Validation and Degree Audit)
8. Carolina Core Specialty Team Chair –*Carolina Core courses only*
9. Curricula and Courses Committee
10. Faculty Senate

External approvals:

11. Board of Trustees –*programs only (if needed)*
12. CHE –*programs only (if needed)*
13. SACSCOC notification and/or substantive change –*programs only (if needed)*

Effective Year

- New courses, programs, and concentrations can be effective for the next term after all approvals and notifications.
- Course, program, and concentration changes or deletions will be effective for the next bulletin year if all approvals are received 10 days prior to the November Curricula and Courses Committee meeting and approved by Faculty Senate.

Dates to Remember:

- All proposals must reach the Committee on Curricula and Courses 10 days prior to the November meeting in order to make the December Faculty Senate cutoff for curriculum changes.
- The new Bulletin is published February 15th each year.