

Clayton State Curriculum Review Process

I. NEW PROGRAM PROPOSALS (DEGREE PROGRAMS/MINORS/CONCENTRATIONS/CERTIFICATES)

1. Deans will submit a [New Degree Program Concept](#) form to Academic Affairs (Associate Provost/Associate Vice President of Academic & Faculty Affairs) for the Executive Vice President of Academic Affairs (EVPAA) to determine demand and feasibility of developing the new proposal.
2. Once the EVPAA has approved the new degree program concept to move forward, the proposal author and/or department chair will complete the [USG Academic Degree Program Application](#) and initiate the university curriculum review process in [CourseLeaf](#). The proposal author and/or department chair should attach the completed USG Academic Degree Program Application to the CourseLeaf proposal. Additionally, all courses in a new degree program must be approved prior to its review (see New Course Proposal Process). Please note that the approval of courses in a new program is separate and distinct from the approval of the new program (i.e., approval of courses is not equivalent to approval of the program).
3. After department approval, the department chair routes the new degree program proposal to the college undergraduate or graduate curriculum committee for review and approval.
4. Upon approval by the college curriculum committee, the new degree program proposal is routed to the college Dean for review and approval.
5. Upon approval by the college Dean, the new degree program proposal is routed to the University Curriculum Committee (UCC) or the Graduate Affairs Council (GAC) for review and approval. The proposal author and/or department chair may be invited to the UCC/GAC meeting to present their proposal and answer possible questions.
6. At this point it is beneficial to send a draft of the proposal to the EVPAA or the Office of IE&A to determine if a substantive change approval or notification is required by SACSCOC. Proposals that require approval must be approved by the SACSCOC Executive Council of the Board prior to implementation. The deadline is January 1 for fall implementations and July 1 for subsequent summer or spring implementations. Proposals that do not require approval but require notification must have a notification submitted to SACSCOC prior to implementation. Notifications can be submitted at any time before implementation. The Executive

Director of IE&A will ensure that the approval or notification is submitted on time if the program proposal is received at least two weeks prior to the deadline. Once UCC/GAC review is complete, the chair of UCC/GAC will route the new degree program proposal to the Faculty Senate for review and approval. The UCC chair or Vice-Chair will present the approved new degree proposal to Faculty Senate or submit it to Senate Chair for presenting and approval. The Faculty Senate representative on GAC will present approved graduate proposals to Faculty Senate for documentation. The GAC Chair will approve graduate proposals and route to the EVPAA or designee.

7. Once undergraduate new proposals are approved by Faculty Senate, the Faculty Senate Chair or designee will approve the new undergraduate proposal in CourseLeaf.
8. The EVPAA, or designee, reviews the proposal and submits it to other departments, if required (as per Board of Regents Policy). Once approved by other required departments, the EVPAA, or designee will submit to the USG via Academic Proposals Submissions Portal for approval. The Board of Regents must approve all new program proposals/certificates.
9. Once the EVPAA or designee is informed of BOR approval, the EVPAA or designee will provide final approval of the new proposal in CourseLeaf and the program/certificate will be routed to the Office of the Registrar. Additionally, the EVPAA or designee, will notify the appropriate college/department of the approval.
10. Once the proposal author or department chair receives confirmation of BOR/USG approval, they will [request a new Banner code](#) for the approved program/certificate.
11. Once the Office of the Registrar receives the approved Banner code request for the approved program, the new degree program will be added to Banner and the Academic Catalog.
12. If the new degree program/certificate requires SACSCOC approval, notification, or a substantive change, the EVPAA or designee will submit to the SACSCOC liaison for submission.

II. NEW COURSE PROPOSALS

1. After department/program approval, a new course proposal is initiated in [CourseLeaf](#). The department chair routes the new course proposal to the college undergraduate or graduate curriculum committee for review and approval.

2. Once approved, the chair of the college undergraduate or graduate curriculum committee routes the new course proposal to the college Dean.
3. Upon college Dean approval, the Dean will route the proposal and any other supporting documents to the UCC/GAC committee.
4. The proposal author and/or department chair will be invited to the UCC meeting to present their proposal and answer possible questions.
5. Once a new course proposal is approved by the UCC or GAC, the UCC Chair or GAC Chair will route the new course proposal to Faculty Senate for either approval (undergraduate) or notification (graduate).
6. After Faculty Senate approval for undergraduate courses (with the exception of Core IMPACTS courses) or notification for graduate courses, the Faculty Senate Chair or designee will approve the proposal in CourseLeaf.
7. Upon approval by Faculty Senate Chair or designee, the proposal is routed to the EVPAA or designee for final approval. **Note:** For Core IMPACTS courses, once approved by Faculty Senate, the EVPAA, or designee will submit to the USG via Academic Proposals Submissions Portal for approval. All Core IMPACTS courses must be approved by the USG Council on General Education.
8. Once the proposal has completed the approval pathway, the University Registrar will include the new course in Banner and subsequently the next academic catalog.
9. Following final approval of the new course(s), the proposal author and/or department chair is responsible for initiating any necessary program updates in CourseLeaf, including revisions to existing degree, certificate, and pathway requirements to incorporate the newly approved course(s), as applicable.

III. MODIFICATION OF EXISTING COURSES:

1. After department/program approval, a course modification proposal is initiated in [CourseLeaf](#). The department chair routes the course modification proposal to the college undergraduate or graduate curriculum committee for review and approval.
2. Once approved, the chair of the college undergraduate or graduate curriculum committee routes the course modification proposal to the college Dean.
3. Upon college Dean approval, the Dean routes the proposal and any other supporting documents to the UCC/GAC review and approval.

4. The proposal author and/or department Chair may be invited to the UCC/GAC meeting to present their proposal and answer possible questions.
5. Once a course modification proposal is approved by the UCC or GAC, the UCC Chair or GAC Chair will route the new course proposal to Faculty Senate for either approval (undergraduate) or notification (graduate).
6. After Faculty Senate approval for undergraduate courses (with the exception of Core IMPACTS courses) or notification for graduate courses, the Faculty Senate Chair or designee will approve the proposal in CourseLeaf.
7. Upon approval by Faculty Senate Chair or designee, the proposal is routed to the EVPAA or designee for final approval. **Note:** For Core IMPACTS courses, once approved by Faculty Senate, the EVPAA, or designee will submit to the USG via Academic Proposals Submissions Portal for approval. All Core IMPACTS course modifications must be approved by the USG Council on General Education.
8. Upon final approval, the proposal is routed to the Office of the Registrar for notification.

IV. MODIFICATION OF EXISTING PROGRAMS:

1. After department/program approval, a degree program modification proposal is initiated in [CourseLeaf](#). The department chair routes the degree program modification proposal to the college undergraduate or graduate curriculum committee for review and approval.
2. Once approved, the chair of the college undergraduate or graduate curriculum committee routes the degree program modification proposal to the college Dean.
3. Upon college Dean approval, the Dean routes the proposal and any other supporting documents to the UCC/GAC review and approval.
4. The proposal author and/or department chair will be invited to the UCC/GAC meeting to present their proposal and answer possible questions.
5. Once a degree program modification proposal is approved by the UCC or GAC, the UCC Chair or GAC Chair will route the new course proposal to Faculty Senate for either approval (undergraduate) or notification (graduate).
6. After Faculty Senate approval for undergraduate degree program proposals or notification for graduate degree program proposals, the Faculty Senate Chair or designee will approve the proposal in CourseLeaf.

7. Upon approval by Faculty Senate Chair or designee, the proposal is routed to the EVPAA or designee for final approval.
8. Upon final approval, the proposal is routed to the Office of the Registrar for notification and subsequently inclusion in the next academic catalog.