The Curricular Change Handbook

The purpose of this document is to serve as a guide for the curricular change procedures you will be reviewing during your service on a departmental, college and/or university level curriculum committee. Each college has its own procedural path for curricular approval and this document is not intended to usurp that process.

Effective Date. All curricular changes in the General Catalog are considered effective at the start of the summer semester. For an item to be considered for inclusion in the General Catalog it must be approved by all appropriate bodies at the college level and received by the Academic Publications Editor. All submission received by October 15th will be considered for the next General Catalog. Any requests received afterwards will be considered as committee time permits or be held for the following General Catalog.

Note: a change must be approved and included in the General Catalog for it to be implemented in the Student Information System which controls scheduling, degree audit, registration, etc.

Routine vs. Non-routine vs. Editorial changes. In discussing curricular changes it if often convenient to categorize all changes into one of three categories: Routine, Non-Routine, and Editorial.

Routine Changes include but, are not limited to:
- Adding or dropping a course.
- Adding or dropping a teaching major or minor.
- Changing an existing course.
- Changing the cooperative status of a course.
- Changing the curricular requirements of an existing major, minor, teaching major/minor or certificate.

Non-Routine changes include but, are not limited to:
- Adding or dropping a major, minor, certificate, or degree.
- Adding or dropping a department or program.
- Adding or dropping an emphasis or option to an existing major.
- Changing the name of a department, program, major, minor, certificate, option or emphasis.
- Changing the location a program is being offered.
- Adding, Dropping or Changing an Academic Regulation.

Editorial changes include but, are not limited to:
- Changes to the narrative description of a program.
- Grammatical corrections to courses.

Each of the three categories follows a slightly different path to final approval and inclusion in the General Catalog

Routine Changes:
1. Department Review
2. College Curriculum Committee Approval
3. College Faculty/Dean’s Office
4. Submit to the Academic Publications Editor
5. University Curriculum Committee Approval
6. General Curriculum Report

Non-Routine Changes:
1. Department Review
2. College Curriculum Committee Approval
3. College Faculty/Dean’s Office Approval
4. Dean’s Signature
5. Office of the Provost Review
6. Submit to the Academic Publications Editor
7. Graduate Council Approval (for changes that effect graduate programs)
8. University Curriculum Committee Approval
9. Faculty Senate Approval
10. General Policy Report or General Faculty Meeting Approval
11. Office of the President Approval
12. Submission to the Idaho State Board of Education (SBOE)
13. Board or CAPP Approval
14. Signature of the SBOE Executive Officer

Editorial Changes:
1. Department Review
2. Departmental Catalog Updater inputs change into SmartCatalog
3. Academic Publications Editor Review

Cooperative Courses. A cooperative course is a course taught at the UI that is open to degree-seeking students from one or more approved institutions. These students are allowed to enroll in these specific courses without having to pay tuition to the University of Idaho (UI). All students are still liable for any special course fees set by the courses they take here at the UI. A request for approval or discontinuance of Cooperative Course status on a course is handled as a Routine Change and is submitted on an Add a Course, Drop a Course, or Change a Course Form as appropriate. Because these requests are treated as any other Routine Change, they are only effective once approved at all appropriate levels and included into the General Catalog. As a result no request to approve or discontinue Cooperative Status for a course mid-year will be considered.

University Curriculum Committee (UCC) Formwork. UCC maintains several forms used by the departments and college to convey their curricular changes to UCC for approval. All formwork approved by the College Curriculum Committees is sent to the Academic Publications Editor in the Office of the Registrar. If you have questions or concerns about a form or you are uncertain which form is the correct one, contact the Academic Publications Editor (currently Charles Tibbals, ctibbals@uidaho.edu) for assistance.

Rationales. The rationale on any change presented to UCC is possibly one of the most important pieces of the proposal. The key consideration to always keep in mind is to explain why you are making the changes, not an explanation of what changes you are making. Detail the impact this change will have on the students and faculty. How does the proposed change impact the Strategic Learning Goals of the University of Idaho, your college and your department? Will additional library resources be needed and if so have you contacted the University Library to discuss that with them? If additional resources are required, who will pay for them? Etc.

Notices of Intent, Memos, and Academic Full Proposals; SBOE Formwork. The Idaho State Board of Education determines what formwork we must submit to make changes to our curricular offerings (SBOE Governing Polices and Procedures Section III, Subsection G). Routine Changes
do not require SBOE review or approval and are handled with the UCC formwork. Non-Routine changes all require some level of SBOE review and go on SBOE formwork. The fiscal impact of the change will determine if the Board or the CAPP committee will review the proposed change, but ultimately all changes will go to the SBOE for final approval. What formwork you must complete is dependent on the nature of the change being requested.

- Changing the name or title of a program, degree, department, division, college, or center requires the completion of a Memo and internal routing through the UI’s internal review process. The Office of the Provost will formally notify the SBOE of our intent to make these changes.
- A Notice of Intent (NOI) is required for all other changes.
- The Board at its discretion may require an Academic Full Proposal for any submission sent to it.
- A request for a new graduate program requires the completion of an Academic Full Proposal.
- A request for a new doctoral program will require an external peer review.

In all of the above cases any questions concerning memos, NOIs, and Academic Full Proposal should be directed to the Office of the Provost or to the Academic Publications Editor.

**Important Timing Consideration with respect to NOI/Academic Full Proposals.** All NOI/Academic Full Proposals take time to move through all the appropriate levels of approval. The time it takes for an NOI/Academic Full Proposal to gain UCC approval to approval by the Idaho State Board of Education (SBOE) takes an average of 4-6 months. To make the General Catalog publication deadline, these proposals need to be approved by the SBOE no later than February. If your department or college is considering proposing an NOI/Academic Full Proposal it would be best to submit that to the Office of the Provost at the beginning of the Fall semester so UCC can consider the NOI/Academic Full Proposal as early as possible in the Fall semester. NOI/Academic Full Proposals must be approved by the Office of the Provost and sent to the Academic Publications Editor by October 15th. If an NOI/Academic Full Proposal requires Graduate Council’s approval, this can add additional delays to the approval process. NOI/Academic Full Proposals that are not approved by the SBOE by March risk not being offered for the forthcoming academic year and may not be published in the General Catalog until the following year.

**Assistance and Troubleshooting.** The Academic Publications Editor in the Office of the Registrar is an excellent resource to contact if you have questions or concerns with the approval process, dates, deadlines, and formwork. If you are seeking a new number for a course or if you are concerned that a proposal is unclear, contact the Academic Publications Editor for assistance. Many problems can be avoided with a little extra work at the beginning rather than when everyone is scrambling to get everything done late in the semester. If your department/college is considering a complicated change or a change that is unique and does not fit any of the above models contact the Academic Publications Editor to discuss the change so a plan of action may be developed to properly implement your change with a minimum of confusion and difficulty.