

Curriculum Action Policy

Applies to: All University offices, faculty, staff and students.

Policy #: **ACAD-105**

Policy Statement

Curricular changes are part of the Alliant International University’s continuous improvement process. Curriculum changes require appropriate review and approval by faculty and administrators to ensure that students receive a high-quality academic learning experience. While faculty have primary responsibility for the curriculum at the University, any program modifications and new programs must gain all internal and external approvals prior to publication in the University catalog and implementation. The review and approval process facilitates appropriate levels of communication and consideration of the implications of the proposed changes. Programs must meet applicable university, accrediting commission, and federal and state guidelines.

Purpose of the Policy

The purpose of this policy is to describe the requirements for curriculum changes and program approvals at the University, including regulatory and accreditation approvals and notifications to constituents.

Definitions

Term	Definition
Academic unit	One semester hour of academic credit; see also Credit Hour Policy.
Academic Program	“A systematic, usually sequential, grouping of courses, forming a considerable part, or all, of the requirements for a degree in a major or professional field.” (from WSCUC Glossary). An academic program has an identifiable teaching, research, or other academic mission. A program (1) has an identified group of faculty; (2) offers or administers a degree, certificate, or credential; (3) has an identifiable curriculum that is presented in an organized manner or sequence and is formally described in institutional catalogs with program learning outcomes.
Calendar Change	Change in academic calendar in which the program is delivered
Certificate Program	A short academic program, usually less than one year, that prepares students with specialized knowledge, skills and expertise and results in the awarding of a certificate upon completion. Completion. A longer doctoral re-specialization certificate to those seeking content in other disciplines at the doctoral level.
Concentrations, tracks, options, emphases, specializations, or special focus areas	Tracks, options, emphases, specializations, or special focus areas within a curriculum require approval within the curriculum action approvals process.
Course Deletion	Course is removed from a curriculum or academic program and will no longer be taught
Course Reactivation	Course previously but not currently taught or in the curriculum is re-added to the academic program
Credential Program	An academic program that prepares students to earn a credential by an outside entity; such as a teaching credential from the State of California, but a degree, certificate or credential is not awarded by Alliant International University. Some credentials approved by the California Commission on Teacher Credentialing are termed “authorizations.”

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Degree Program	<p>Programs in which the University awards the academic degree, including bachelors, master's and doctoral degree.</p> <p><u>Bachelor's degree</u> (as defined by BPPE) may be awarded to a student who has achieved sequential learning equivalent in general education and equivalent in depth of achievement in a designated major field to that acquired in four years of study beyond high school, as measured by a minimum of 120 semester credits or its equivalent. At least 25 percent of the credit requirements for a Bachelor's degree shall be in general education.</p> <p><u>Master's degree</u> is a degree (as defined by BPPE) awarded to a student in an academic program who demonstrates the achievement of learning in a designated major field that is equivalent in depth to that normally acquired in a minimum of 30 semester credits or its equivalent or one year of study beyond the Bachelor's degree.</p> <p><u>Education Specialist (EdS) degree</u> is a terminal education degree that provides additional learning in the discipline beyond the master's degree. Generally, it requires one or more terms beyond the master's degree.</p> <p><u>Doctoral degree: Doctor of Philosophy degree (PhD)</u> (as defined by BPPE) is a research-oriented degree requiring a minimum of three years of full-time graduate education or the equivalent in part-time study. Such a doctoral program shall include substantial instruction in both theory and research at an advanced level in a designated field and specialty, and may only be awarded to a student who has completed a program of study that includes research methodology and demonstrated learning achievement through original research directly attributable to the student. Each educational program leading to a Doctor of Philosophy degree shall involve preparation for scholarship and systematic inquiry. Each Doctor of Philosophy program shall include a minimum of two formal evaluations of student competence by a doctoral committee. The doctoral committee shall be composed of at least three members of the institution's own faculty who meet the qualifications in subdivision. The first evaluation shall consider the student's qualifications, including the student's knowledge, skills, and conceptual framework, for undertaking rigorous inquiry into the student's designated field. The second evaluation shall consider the design procedures and products of a formal original inquiry proposed and completed by the student.</p> <p><u>Doctoral Degree: Professional Doctorate: Professional Doctoral Degree</u> (as defined by BPPE) may only be awarded to a student who has completed a prescribed level of study normally requiring a minimum of three academic years of fulltime graduate study or the equivalent in part-time study; or, if the program leads to a profession or occupation requiring state licensure, which satisfies the requirements of the state agency. The degree shall include the name of the field in which it is offered.</p>
Major	The primary field of study for an undergraduate or graduate student
Minor	The secondary field of study for an undergraduate student that includes a set of courses established to achieve a learning outcome.
New Course	Course not previously taught at the University that is not offered in any academic program
New Program	Program not currently offered at any University school or campus
Off-campus location	Location other than an approved Alliant International University campus

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Program Closure	The discontinuation of a program; when a program is approved for closure, all enrolled students are supported to complete their programs during a reasonable timeframe. (see Policy # ACAD-104 - Program Moratorium/Reinstatement and Closure Policy)
Program Modification	Adding a new course, course reactivation, course deletion, change in course number, program name change, course title change, course content, change in modality, change in prerequisites/co-requisites, change in course sequencing, change in course description, change in program length, credit units, addition or deletion of a concentration, change in admission requirements, change in completion/graduation requirements, change in grading requirements, change in calendar, addition or deletion of course fees. A minor modification is considered to be a course change or any curricular change affecting 40% or less of the curriculum in term of units. A major modification is a change to over 40% of the curriculum.
Program Moratorium	A temporary suspension of new enrollment to an academic program in order to undergo review, examination, and possible modification. The goal of the moratorium is to strengthen the program in one or more ways. The initial moratorium period is for one year and may be extended to a maximum of three years. Enrolled students continue in their programs (see Policy # ACAD-104 - Program Moratorium/Reinstatement and Closure Policy)
Program Name Change	The name of the program changes, but general goals or curriculum is not substantially changing
Program Expansion	Offering an existing program at a campus where the program is not currently offered

Policy Details

- I. A formal proposal is required for all program modifications, program expansion, new programs, program moratorium and program closures (see definitions) and the appropriate form(s) must be completed and routed to appropriate departments for review and/or approval as defined in the current process.
- II. At any stage during the approval process, a reviewing body may refer the proposal back to the previous reviewing body, and/or may request additional information from the originating department.
- III. University leadership may initiate some program changes including modality change, for reasons including, but not limited to, strategic initiatives, program performance, resources, and market need. In such cases, approval for the change is not required by Program Directors, Deans, or Program and School Curriculum Committees; however, review, comment, and recommendations are requested.
- IV. In all cases, Program Directors shall be responsible for the implementation of program and curricular changes. The administrative curriculum committee shall be responsible for evaluation of administrative needs to support program and curricular changes.
- V. Programs and courses may not be published in the catalog or offered to the public prior to appropriate approvals, including relevant accreditor, state, and/or federal approvals. Only the Provost may grant an exception to the requirement of obtaining all external approvals prior to publication of changes in the catalog, such as when a program is pending Department of Education or SEVP approval. In such cases, the change will clearly describe the impact on students until the approval is obtained.
- VI. Courses must have all approvals prior to being listed in the course schedule.
- VII. Changes in non-coursework requirements and admissions requirements for inclusion in the catalog must be approved through the identified Policy and Catalog Language Change process prior to being included in admissions materials or program degree audits or handbooks.
- VIII. Each reviewing body shall have a clearly identified process for review and approval.
- IX. Reviews and approvals required are described in the following chart

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- X. Communication about curriculum change approvals is made at least monthly to the academic community.

Type of Curriculum Changes	Reviewers, Approvers
Course level changes <ul style="list-style-type: none"> • New Course • Course Deletion • Course Number • Prerequisite/Co-requisite • Course Reactivation • Course Title • Course Content/Description • Course Units • Course Modality • Course Sequencing 	<ul style="list-style-type: none"> • Program Curriculum Committee, if existing • Program Director • School Curriculum Committee, if existing • Dean • Administrative Curriculum Committee • Provost
Minor Curriculum Changes (<40%) <ul style="list-style-type: none"> • Addition or deletion of Minors, Concentrations, Tracks or Area of Emphasis • Admissions Requirements • Certificate added, changed, or eliminated • Completion/Graduation Requirements • Program Length/Program Total Units • Program Credit Requirements • Calendar Change • Program Name Change 	<ul style="list-style-type: none"> • Program Curriculum Committee, if existing • Program Director • School Curriculum Committee, if existing • Dean • Administrative Curriculum Committee • Provost
Major Curriculum Changes (>=40%) <ul style="list-style-type: none"> • Curriculum changes affecting 40% or more of the program • Program Moratorium* • Program Reinstatement/Return to Active Status* <p>*see policy on Program Moratorium/Reinstatement and Closure Policy</p>	<ul style="list-style-type: none"> • Program Curriculum Committee, if existing • Program Director • School Curriculum Committee if existing • Dean • Administrative Curriculum Committee • Faculty Senate (review and input) • Academic Council • Provost
New Program or Modality <ul style="list-style-type: none"> • Change in Program Modality • New Program • Program Expansion to off-campus site • Program Expansion to another Alliant International University Campus • Program Closure * <p>*see policy on Program Moratorium/Reinstatement and Closure Policy</p>	<ul style="list-style-type: none"> • Program Curriculum Committee, if existing • Program Director • School Curriculum Committee, if existing • Dean • Administrative Curriculum Committee • Faculty Senate (review and feedback) • Academic Council • New Program • Provost • Board of Trustees must approve new academic programs and program closures

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Procedures

- I. Approval Levels: Curriculum development and review begins at the program level and advances through the system.
 - A. Faculty propose changes to curriculum based on data or changes in requirements or the field
 - B. Program curriculum committees, if existing, review the change in addition to the designated program
 - C. School curriculum committees, if existing, review the change in addition to the school Dean.
 - D. Systemwide administrative approvals (Academic Council, Administrative Curriculum Committee, Provost) follow school level approvals.
 - E. Board of Trustees approval for new programs is sought after systemwide administrative approvals. New program summaries are brought to the Academic, Faculty and Student Success Committee for a recommendation to the full Board of Trustees. The Board may elect to review the new program in depth or approve the proposal via a consent agenda.
- II. Submission Process: Curriculum changes and new/changed programs, regardless of whether external (accreditation) review is required, use the defined university process currently located at the Curriculum Action Process site in SharePoint.
 - A. Proposal summary form is submitted online through Curriculum Action Process site
 - B. Required additional document (e.g., rationale, curriculum change explanation, syllabi, curriculum specifics, other supporting materials) are submitted through Curriculum Action Process site.
 - C. Approvals from relevant committee representatives or academic administrators are submitted in the Curriculum Action Process site.
 - D. External approval confirmation documents, as necessary (e.g., WSCUC, BPPE), are uploaded in support of the program in the Curriculum Action Process site.
 - E. Required catalog template is completed for new programs to ensure full information for publication in the catalog.
- III. Notifications and publication of changes
 - A. Changes proposals submitted for approval are maintained by the Office of the Provost/Vice President for Academic Affairs.
 - B. Program approvals are maintained electronically in the University SharePoint site.
 - C. Changes approved are published in the upcoming University catalog on a schedule determined by the Provost's Office but no less than once per year.
 - D. Changes made to the University catalog are then available for the Alliant International University website (www.alliant.edu).
 - E. Change approvals are circulated in the Provost's Curriculum Corner publication at least monthly.

Responsibilities

Position or Office	Responsibilities
Provost	Final university-level administrative approval of curriculum actions May grant exception for requirement of gaining all external approvals prior to publication of changes in catalog
Deans	Final school-level administrative approval of curriculum action
Program Directors	Final program-level administrative approval of curriculum actions
Academic Council	Reviews and approves proposed new academic degree programs and major curriculum actions
Faculty Senate	Reviews and provides feedback on proposed new academic degree programs

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Academic, Faculty & Student Success Committee of the Board of Trustees	Reviews and recommends new academic degree programs to the full Board of Trustees
Board of Trustees	Approves new academic degree programs and program discontinuations
Administrative Curriculum Committee	Reviews all proposed curriculum actions for administrative issues including compliance with regulatory requirements, financial aid eligibility, basic academic requirements, required learning outcomes/assessment plans, marketing and recruitment issues, and clarity of information.
School or Program Curriculum Committee	Approval of program or school-located changes prior to approval by program director or dean, respectively

Resources

Curriculum Action submission materials are located on the SharePoint site at:

<https://alliantintluni.sharepoint.com/AcademicAffairs/CAPs/SitePages/Curriculum-Action-Process.aspx>

Contacts

Subject	Office
Questions about the policy and procedures	Provost's Office Academic Operations Project Coordinator Associate Provost, Institutional Research

Responsible Office

Academic Affairs/Provost Office

History

Issued: Unknown
 Revised: 06/14/06 by Academic Council
 Updated: Nov 2011; Updated to remove Center
 Revised: 2016
 Revised: 01/08/2021