

CEOAS Procedure for making course and curricular changes

Approved by Instructional Policies Committee, Feb 14, 2013

Outline of steps for approval of a change in course or curriculum.

For minor changes:

1. Small changes, such as change in prerequisites, title changes, number changes, or minor content changes within existing courses are submitted to the Associate Dean of Academic Programs to bring to the IPC or UIPC, as relevant.
2. The proposer works with the Office Manager for Student Services (Melinda Jensen) to initiate the university curriculum proposal submittal process.
3. UIPC and(or) IPC review proposal; screen for how it aligns with program goals and teaching loads
4. The approved proposal is submitted via the university curriculum proposal system.
5. The university curriculum proposal system sends the proposal out for approval, by which process the ADAP approves the proposal.

For major changes:

1. Major changes, such as addition of a new course, a minor, a track, an option, or a major are first vetted in concept by either the **relevant discipline group**, the undergraduate instructional programs committee or the instructional programs committee, depending on the scope of the proposal.
2. With input from this process (step 1), a full proposal is developed and submitted to the ADAP, who forwards the proposal to IPC or UIPC as relevant.
3. Proposer works with Office Manager for Student Services (Melinda Jensen) to initiate the university proposal submittal process for initially approved proposals.
4. UIPC and(or) IPC review proposal; screen for how it aligns with program goals and teaching loads
5. The approved proposal is submitted via the university curriculum proposal system.
6. The university curriculum proposal system sends the proposal out for approval, by which process the ADAP approves the proposal.

Categories of proposals:

Work with office staff (Melinda Jensen) to select whether you need a category 1 or category 2 proposal. See university website for information on requirements.

<http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/category-1-proposals>

<http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/category-2-proposals>