UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY TITLE	Curriculum Process	**Policy Number**	605
Section	Academics	**Approval Date**	June 25, 2020
Subsection	Instruction and Curriculum	**Effective Date**	June 25, 2020
Responsible Office	Office of the Provost	**Last Review**	July 2024

1.0 PURPOSE

1.1 This policy defines roles and responsibilities for the management of all credit-bearing curriculum and establishes the approval authority for curriculum procedures.

|2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' *Accreditation Standards and Policies*

2.2 Utah Code 53B-16 *Institutional Programs Generally*

2.3 Utah State Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

2.4 Utah State Board of Regents' Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*

2.5 UVU Policy 103 *Constitution of the Faculty Senate of Utah Valley University*

2.6 UVU Policy 522 *Undergraduate Credit and Transcript*

2.7 UVU Policy 610 *Credit Hour*

2.8 UVU Policy 662 *Graduate Program Credit and Graduation Requirements*

3.0 DEFINITIONS

3.1 Academic Affairs Council (AAC): The university entity convened by the Provost and comprised of academic executives that approves revisions, deletions, and additions to curriculum.

3.2 Course: A single instructional subject commonly described by title, number, credits, and expected learning outcomes maintained in the university curriculum management system.

3.3 Curriculum: Programs and courses offered by the University for credit.

3.4 Program: An approved selection of courses that leads to the completion of a degree, certificate, or other credential.

3.5 The University Curriculum Committee (UCC): A standing committee of Faculty Senate that approves revisions, deletions, and additions to curriculum. This committee is comprised of a minimum of one representative from each college/school to ensure an equal number of voting representatives for each college/school.

4.0 POLICY

4.1 University faculty exercise a central role in the design, approval, delivery, revision, periodic review, and deletion of curriculum.

4.2 Faculty in academic departments or programs develop curriculum proposals that align with the University's mission and comply with university policy and approved curriculum procedures, Utah Board of Regents' policies, and the Northwest Commission on Colleges and Universities' policies and standards.

4.3 New, deleted, or major modification of programs that require an R401 require the approval of both UCC (University Curriculum Committee) and AAC (Academic Affairs Committee). Other program modifications and courses require only UCC approval.

4.4 In accordance with NWCCU accreditation standards, all curriculum must receive formal approval through the curriculum process before it can be advertised and before students can be recruited or advised.

4.5 Curriculum shall be maintained in the university-approved curriculum management system and shall be required to be published in the university catalog.

4.6 All stakeholders must comply with the approved curriculum procedures.

4.7 Curriculum procedures will be maintained by University Curriculum Committee and approved by Faculty Senate and Academic Affairs Council. Approved curriculum procedures will be posted on the Curriculum Office website.

5.0 PROCEDURES

5.1 Responsible Parties in the Curriculum Process

5.1.1 The curriculum process operates through collaboration with multiple groups. These groups may include but are not limited to program/department faculty, department chairs within a college/school,

college/school dean, intercollegiate review , college curriculum committees (CCCs), University Curriculum Committee (UCC), Academic Affairs Council (AAC), academic advisors, and designated staff offices. Additional approvals or notifications, depending on the nature of the curriculum change, may be required by UVU Board of Trustees, Utah System of Higher Education (USHE) Commissioner's Office, Utah Board of Regents, and the regional accrediting body (Northwest Commission on Colleges and Universities).

5.2 Roles and Responsibilities of Faculty/Programs/Departments

5.2.1 The faculty/program/department is responsible for

1) Participating in department strategic planning for curriculum;

2) Developing curriculum proposals according to university curriculum procedures and in coordination with instructional designers;

3) Ensuring curriculum proposals are submitted, peer-reviewed, and approved in accordance with university policy and curriculum procedures;

4) Ensuring curriculum proposals support departmental, college/school, and institutional strategic plans and missions;

5) Coordinating with other departments to resolve curriculum conflicts, redundancies, and contingencies connected to the impacted departments' curriculum, as required;

6) Ensuring all curriculum complies with specialized accreditation requirements, as applicable.

5.3 Roles and Responsibilities of College/School Deans and Department Chairs

5.3.1 College/school deans, or their designated curriculum representatives, and department chairs are responsible for

1) Ensuring curriculum proposals reflect college/school and institutional strategic plans and missions;

2) Evaluating financial impact and program viability of curriculum proposals and existing curriculum; and

3) Resolving curriculum conflicts and contingencies with impacted college/school deans or their designated curriculum representatives, as applicable.

4) Performing periodic program reviews and making recommendations for program revisions and deletions.

5.4 Roles and Responsibilities of College Curriculum Committees (CCCs)

5.4.1 CCCs are responsible for

1) Fostering collaboration between departments;

2) Determining strategic fit for the college/school to reduce overlap and redundancy.;

3) Conducting an intra-college/school review of curriculum proposals.

5.5 Roles and Responsibilities of Designated University Staff

5.5.1 Designated University staff are responsible for

1) Working with the UCC to review all curriculum proposals in accordance with university policy and curriculum procedures;

2) Assisting faculty with submission of program proposals;

3) Maintaining the curriculum website; and

4) Publishing approved curriculum in the catalog and appropriate university systems.

5.5.2 Academic Advisors are responsible for

1) Providing feedback to faculty on the impact of proposals on students' ability to navigate the curriculum.

5.6 Roles and Responsibilities of the Academic Affairs Council (AAC)

5.6.1 The AAC is responsible for

1) Ensuring curriculum proposals reflect institutional strategic plans and missions;

2) Prioritizing institutional program submissions; and

3) Evaluating the financial impact and program viability of curriculum proposals and existing curriculum; and

4) Approving/disapproving curriculum proposals in parallel with UCC.

5.7 Roles and Responsibilities of the University Curriculum Committee (UCC)

5.7.1 The UCC is responsible for

1) Reviewing and approving curriculum proposals to ensure

a) Curriculum proposals reflect institutional strategic plans and missions;

b) Consistency and prevent unnecessary redundancies in curriculum;

c) All curriculum complies with university policy and procedures, Utah State Board of Regents' standards, and the Northwest Commission on Colleges and Universities' policies and standards;

d) All curriculum proposals integrate with existing curriculum and adhere to completion initiatives;

2) Approving/disapproving curriculum proposals in parallel with AAC;

3) Conducting periodic program reviews in accordance with university curriculum procedures and section 1.7.1.1;

4) Developing, implementing, and maintaining university curriculum procedures for the curriculum approval process; and

5) Coordinating with the Office of Teaching and Learning (OTL) to ensure faculty members receive curriculum design support and training.

5.8 Role and Responsibilities of the Provost

5.8.1 The Provost is responsible for

1) Determining which proposals will continue in the curriculum process based on discussions from the Institutional Review meeting;

2) Resolving conflicts between approval authorities; and

3) Approving any exceptions to approved timelines and procedures.

5.9 Curriculum Approval Process

5.9.1 Refer to university curriculum procedures and the Curriculum Office website for forms, deadlines, and assistance.

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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
January 12, 2017	Regular policy approved.	UVU Board of Trustees
June 25, 2020	Revised, regular policy approved.	UVU Board of Trustees
July 2025	Non-substantive change: Policy 524 changed to 662.	UVU Policy Office UVU Office of General Counsel