GC University Level Curriculum Approval Process

Course Approval Process

For new graduate courses:

1. New course proposals should be created and designed with input from the originating academic program faculty. (SACSCOC 10.4, *Academic Governance*)
2. Once an academic program makes the determination that a new course should be added to current course offerings, a faculty member is assigned primary responsibility for the course proposal and approval processes.
3. An [Academic Affairs: Proposal of New Graduate Courses](#) form (available through Unify-GC Signatures and on the GC Curriculum Approval page) is filled out. The Chair of the Department (College, in College of Education) C&I Committee name and email must be entered; however, the department chair name will auto-populate.
4. The form is set up to route depending on the college, see Appendix A.
5. Once final approval is made by the Associate Provost of Academic Affairs, copies are sent to the Registrar, Office of the Provost, chair of the Graduate Council, and the chair of the UCC (for reporting to Senate).

For new undergraduate courses (other than core):

1. New course proposals should be created and designed with input from the originating academic program faculty. (SACSCOC 10.4, *Academic Governance*)
2. Once an academic program makes the determination that a new course should be added to current course offerings, a faculty member is assigned primary responsibility for the course proposal and approval processes.
3. An [Academic Affairs: Proposal of New Undergraduate Courses](#) form (available through Unify-GC Signatures and on the GC Curriculum Approval page) is filled out. The Chair of the Department (College, in College of Education) C&I Committee name and email must be entered; however, the department chair name will auto-populate.
4. The form is set up to route depending on the college, see Appendix A.
5. Once final approval is made by the Associate Provost of Academic Affairs, copies are sent to the Registrar, and the chair of the UCC (for reporting to Senate).

1. New course proposals should be created and designed with input from the originating academic program faculty. (SACSCOC 10.4, Academic Governance)
2. Once an academic program makes the determination that a new course should be added to current course offerings, a faculty member is assigned primary responsibility for the course proposal and approval processes.
3. A USG "Core Curriculum Course Proposal Form – Areas A – E" is completed by the faculty member and sent through the internal (college) governance process.
4. If the Dean approves the new core course, the Dean (or designee) enters the proposal into the [GC Online Curriculum Management System](#) using "Submit Program or Core Proposal."
5. Once entered, the Office of the Provost routes the core course proposal to the GEC. The chair of the GEC will invite faculty from the proposing program to the GEC meeting during which the proposal will be discussed and deliberated and two actions will occur as a result of consideration of the proposal – recommend or not recommend.
   a. If recommended, the GEC Chair updates the form (via link in email) and the proposal moves to the Provost. If the Provost approves, the form is moved to the President.
   b. If not recommended:
      i. The determination will be made by the Associate Provost for Academic Affairs that requested revisions are extensive therefore requiring reconsideration and approval from the college C&I committee, or
      ii. The determination will be made that the revisions requested by the GEC are minor in scope, therefore the chair of the GEC will share feedback from the committee with the department chair for the minor revisions. The program representative will resubmit the corrections to the GEC chair (bypassing a second pass through the college C&I committee).
6. After Presidential approval, the Office of the Provost routes the core proposal to the SACSCOC liaison.
7. Per the University System of Georgia Board of Regents (BOR) policy (BOR Policy, 3.3.1, Core Curriculum), area A-E changes must be reviewed and approved first by the appropriate BOR Academic Advisory Committee and then the Council on General Education. In such cases, SACSCOC liaison, with assistance from the proposing faculty member, should work to prepare the approved course proposal for submission to the BOR according to their annually published submission requirements and dates.
8. The institution awaits the BOR's decision.
9. If the BOR determination is that the course is approved, all concerned parties are informed and provided a copy of the USG acknowledgement by the Associate Provost

for Academic Affairs. The course is then added to the course catalog and course rotation and is scheduled as appropriate.

10. If the course is not approved by the BOR, the course proposal should be revised via the appropriate process:
    a. If revisions requested by the BOR are deemed extensive, as determined by the Associate Provost for Academic Affairs, the course is sent back to the originating academic program for revision. Upon revision, the course proposal then recirculates through all curriculum approval levels again: department chair, college C&I, GEC, UCC, and Provost.
    b. If requested revisions are minor, the faculty member works directly with the SACSCOC liaison to revise the course proposal, as necessary.
11. The revised course proposal is resubmitted to USG for reconsideration.

For GC1Y/GC2Y courses

1. New GCXY courses should be created and designed with the GC1Y or GC2Y rubric/checklist (found on the General Education Committee or GC Curriculum Approval page) in mind. Faculty members can check the [Listing of all approved GC1Y Courses](#) or [Listing of all approved GC2Y Courses](#) to see if a similar course has already been created.
2. A faculty member will complete and sign the GC1Y or GC2Y Proposal Form and then send to their department chair. If approved, the chair signs and sends to the college dean. If the dean approves, the proposal form is entered into the [GC Online Curriculum Management System](#) by the dean or designee. No cover sheet is needed.
3. The chair of the GEC will invite faculty from the proposing program to the GEC meeting during which the proposal will be discussed and deliberated and two actions will occur as a result of consideration of the proposal – recommend or not recommend.
    a. If recommended, the GEC Chair updates the form (via link in email) and the proposal moves to the Provost. If the Provost approves, the Office of the Provost will inform the Dean, Associate Dean, Department Chair, and Registrar that the course has been approved. Presidential approval is not necessary for GCXY courses.
    b. If not recommended, the chair of the GEC will share feedback from the committee with the department chair who will then work with the department chair to make corrections. Once this has been done, the chair will resubmit the corrected proposal to the GEC chair.

1. Programs should be created, designed, or changed with input from the originating academic program faculty.
2. A program representative will check USG guidelines for information on adding/changing a degree, program, etc.
   a. Area F Guidelines: https://www.usg.edu/curriculum/area_f_guidelines
   b. Off-Campus/Distance Learning Delivery: https://www.usg.edu/academic_programs/external
   c. Program & Curriculum Changes: https://www.usg.edu/academic_programs/changes
   d. General information on Academic Programs: https://www.usg.edu/academic_affairs_handbook/section2/
3. The program change proposal must pass through all levels of college governance before being entered into the GC Online Curriculum Management System by the dean or designee.
4. Once entered into the GC Online Curriculum Management System, the office of the Provost will route the proposal to the appropriate entity: General Education Committee, Graduate Council, or University Curriculum Committee.
5. The chair of the receiving entity will invite faculty from the proposing program to the meeting during which the proposal will be discussed and deliberated and two actions will occur as a result of consideration of the proposal – recommend or not recommend.
   a. If recommended, the entity Chair updates the form (via link in email) and the proposal moves to the Provost. If the Provost approves, the form is moved to the President.
   b. If not recommended:
      i. The determination will be made by the Associate Provost for Academic Affairs that requested revisions are extensive therefore requiring reconsideration and approval from the college C&I committee, or
      ii. The determination will be made that the revisions requested by the entity are minor in scope, therefore the chair of the entity will share feedback from the committee with the department chair for the minor revisions. The program representative will resubmit the corrections to the entity chair (bypassing a second pass through the college C&I committee).
6. After Presidential approval, the Office of the Provost routes the core proposal to the SACSCOC liaison.
   a. Note that embedded certificates, those certificates that are only awarded to a student upon completion of a degree and are a self-contained set of courses

embedded in a major or stand-alone degree, do not require notification and are not listed separately on the Degrees and Majors inventory (BOR Policy 2.3.8 Certificates).

7. Per the University System of Georgia Board of Regents (BOR) policy (BOR Policy, 3.3.1, Core Curriculum), area A-E changes must be reviewed and approved first by the appropriate BOR Academic Advisory Committee and then the Council on General Education. In such cases, SACSCOC liaison, with assistance from the proposing program representative, should work to prepare the approved proposal for submission to the BOR according to their annually published submission requirements and dates.

8. The institution awaits the BOR's decision.

9. If the BOR determination is that the degree, program, etc. is approved, all concerned parties are informed and provided a copy of the USG acknowledgement by the Associate Provost for Academic Affairs. The degree, program, etc. is then added to the course catalog and course rotation and is scheduled as appropriate.

10. If the degree, program, etc. is not approved by the BOR, the Associate Provost for Academic Affairs sends the degree, program, etc. back to the originating department chair for revision. Upon revision, the proposal then recirculates through all curriculum approval levels again: department chair, college C&I, Graduate Council/GEC/UCC, and Provost.

11. The revised proposal is resubmitted to the USG for reconsideration.

Appendix A

COAS Grad			COAS Undergrad			COAS Undergrad Core	
Faculty	Sign		Faculty	Sign		Faculty	Sign
Faculty	CC		Faculty	CC		Faculty	CC
COAS Admin	CC		COAS Admin	CC		COAS Admin	CC
Chair Dept CI	Sign		Chair Dept CI	Sign		Chair Dept CI	Sign
Chair Dept	Sign		Chair Dept	Sign		Chair Dept	Sign
CH College CI Comm	Sign		CH College CI Comm	Sign		CH College CI Comm	Sign
Coas Dean	Sign		Coas Dean	Sign		Coas Dean	Sign
Grad Council	CC		UCC	CC		GEC	CC
Associate Provost	Sign		Associate Provost	Sign		UCC	CC
Registrar	CC		Registrar	CC		Associate Provost	Sign
						Registrar	CC

COE Grad		COE Undergrad		COE Undergrad Core	
Faculty	Sign	Faculty	Sign	Faculty	Sign
Faculty	CC	Faculty	CC	Faculty	CC
Chair Dept	Sign	Chair Dept	Sign	Chair Dept	Sign
CH College CI Comm	Sign	CH College CI Comm	Sign	CH College CI Comm	Sign
COE Dean	Sign	COE Dean	Sign	COE Dean	Sign
Grad Council	CC	UCC	CC	GEC	CC
Associate Provost	Sign	Associate Provost	Sign	UCC	CC
Registrar	CC	Registrar	CC	Associate Provost	Sign
				Registrar	CC

COHS Grad	COHS Undergrad	COHS Undergrad Core

Faculty	Sign	Faculty	Sign	Faculty	Sign
Faculty	CC	Faculty	CC	Faculty	CC
Program Curriculum Committee	Sign	Program Curriculum Committee	Sign	Program Curriculum Committee	Sign
NFO/SHHP/CAT	Sign	NFO/SHHP/CAT	Sign	NFO/SHHP/CAT	Sign
CoHS CI Comm	Sign	CoHS CI Comm	Sign	CoHS CI Comm	Sign
CoHs Dean	Sign	CoHs Dean	Sign	CoHs Dean	Sign
Grad Council	CC	UCC	CC	GEC	CC
Associate Provost	Sign	Associate Provost	Sign	UCC	CC
Registrar	CC	Registrar	CC	Associate Provost	Sign
				Registrar	CC

COB Grad		**COB Undergrad**		**COB Undergrad Core**	
Faculty	Sign	Faculty	Sign	Faculty	Sign
Faculty	CC	Faculty	CC	Faculty	CC
Chair Dept	Sign	Chair Dept	Sign	Chair Dept	Sign
CH Grad CI Comm	Sign	CH UG CI Comm	Sign	CH UG CI Comm	Sign
COB Asso Dean	Sign	COB Asso Dean	Sign	COB Asso Dean	Sign
Grad Council	CC	UCC	CC	GEC	CC
Associate Provost	Sign	Associate Provost	Sign	UCC	CC
Registrar	CC	Registrar	CC	Associate Provost	Sign
				Registrar	CC