

## APPROVALS REQUIRED FOR CURRICULUM CHANGE

	Department	College	CAA	CGS	COTE	President <sup>1</sup>	Board of Trustees	Illinois Board of Higher Education <sup>2</sup>	Higher Learning Commission
<b>I. Courses<sup>3</sup></b>									
Courses below 4750	X	X	X			X			
Courses 4750-4999	X	X	X	X		X			
Courses 5000+	X	X		X		X			
<b>II. Undergraduate and Graduate Programs<sup>4</sup></b>									
New Major, Degree, or Center	X	X	See 4	See 4	See 4	X	X	New program request	See 8
Revised Major	X	X	See 4	See 4	See 4	X			
Consolidated Majors or Options	X	X	See 4	See 4	See 4	X		Reported	See 8
Reclassified Major <sup>5</sup>	X	X	See 4	See 4	See 4	X		RME <sup>6</sup>	See 8
Change in Degree Designation <sup>7</sup>	X	X	See 4	See 4	See 4	X		RME	See 8
New Option, Concentration, or Minor	X	X	See 4	See 4	See 4	X		Reported	See 8
Revised Option, Concentration, or Minor	X	X	See 4	See 4	See 4	X			
New Certificate Program (in field in which there is an approved degree program)	X	X	See 4	See 4	See 4	X		RME	See 8
New Certificate Program (in field in which there is not an approved degree program)	X	X	See 4	See 4	See 4	X		New Program Request	See 8
New Program Title	X	X	See 4	See 4	See 4	X		Reported	See 8
Eliminated Program	X	X	See 4	See 4	See 4	X		Reported	See 8

<sup>1</sup> If the President does not advise to the contrary within ten working days following receipt of the minutes, recommendations contained in the Council minutes are considered approved.

<sup>2</sup> The formats for the presentation of proposals to the Illinois Board of Higher Education are available from the VPAA Office.

<sup>3</sup> These items may be approved by executive action: a). Minor changes in course titles and course descriptions, where course content remains generally the same. (b). Changes in course numbers that do not change the level of the course. (c). Changes in course prerequisites. (d). Catalog changes which merely clarify the Council's intent. (e). Deletion of courses. (f). Changes in course credits. No executive action is permitted concerning General Education Program Requirements or Graduation Requirements. (g). Changes in course delivery mode when course content remains the same.

<sup>4</sup> Council on Academic Affairs approval is required for all undergraduate programs except those for which COTE is responsible; Council on Teacher Education and (for graduate-level programs) Council on Graduate Studies approval is required for all programs preparing school personnel; Council on Graduate Studies approval is required for all other graduate programs. Interdisciplinary programs originating in units which do not have departmental curriculum committees are vetted through an advisory committee prior to being sent to the appropriate college curriculum committee (or that college's dean, if no college curriculum committee exists). Any new or substantively revised or eliminated educator preparation programs (undergraduate or graduate) also must be approved by the Illinois State Board of Education (ISBE). Contact the College of Education and Professional Studies Dean's Office if you have questions.

<sup>5</sup> A program whose Classification of Instructional Program (CIP) code changes as the result of program revision or consolidation.

<sup>6</sup> RME = Reasonable and Moderate Extension, a streamlined approval process.

<sup>7</sup> E.g., BA to BFA

<sup>8</sup> New/Revised majors and certificate programs may require the Higher Learning Commission approval. Contact the university's Accreditation Liaison Officer for questions.