

Course, Curriculum and Catalog Review Guidelines

What items in the Catalog need to be approved by the faculty through the course and curriculum approval process?

According to the Bylaws of the Faculty Senate of the University of New Orleans, the faculty has authority in all matters affecting more than a single college, school, or a division, and involving the establishment of curricula and the determination of requirements for degrees. For academic departments and colleges, degree requirements, programs and courses require faculty approval at various levels. This is necessary to allow faculty review of changes within their purview, to ensure that changes do not impact curricula, resources, or students in unanticipated ways, and to provide necessary notification to appropriate offices and units following modifications (e.g., Office of the Registrar, Office of Enrollment Services, academic advisors, etc.). Items that must be approved by the faculty include but are not limited to:

Degree Programs (degree, diploma, certificate, or another for-credit credential):

1. Establishing a new degree program (requires UL-System and Board of Regents approval, and SACSCOC notification/approval)
2. Establishing a new dual- or joint-degree program (requires UL-System and Board of Regents approval, and SACSCOC notification/approval)
3. Establishing a new minor
4. Establishing a new option (requires Board of Regents approval) or concentration
5. Establishing a new certificate program (requires UL-System and Board of Regents approval)
6. Modifying an existing degree program (such as):
 - a. Degree program name change
 - b. Program description
 - c. Program requirements, including pre-requisites, and changes to the total number of hours required for the degree
 - d. Graduation requirements
 - e. Entrance/admission requirements (college and departmental)
 - f. Progression requirements (college and departmental)
7. Inactivating an existing degree program, minor, option, concentration, or certificate

Courses:

1. Establishing a new course
2. Modifying an existing course (such as):
 - a. Course title
 - b. Course description/content
 - c. Course prerequisites/corequisites
 - d. Course number
 - e. Cross-listings
 - f. Credit hours
 - g. Grade type (e.g., graded, pass/fail)
 - h. Repeat-for-credit rules (e.g., yes/no, total units/completions allowed, etc.)
3. Inactivating an existing course

In the Catalog, only the following can be handled outside of this process:

- a. Descriptions of the department and college
- b. Typographical corrections
- c. Faculty and administrator listings

Approval Summary Chart

Program Change	Approval Needed		
	UL-System	Board of Regents	SACSCOC
New degree program	Yes	Yes	Yes
New dual- or joint-degree program	Yes	Yes	Yes
New minor	No	No	No
New option	No	Yes	No
New concentration	No	No	No
New certificate	Yes	Yes	No
Modifying an existing degree program	No	Major SCH changes	No
Inactivating an existing degree program, minor, option, concentration, or certificate	No	Notification	No