



## **Curriculum Reviews, Modifications, and Approvals**

### **Purpose**

To identify the procedure for curriculum reviews, modifications, and approvals.

### **Persons Affected**

This policy applies to Stephen F. Austin State University (SFASU) faculty and other positions involved with curriculum changes.

### **Definitions**

**College:** An academic unit organized within the university, which is usually comprised of multiple departments and provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school, and is led by a dean reporting to the Provost and Executive Vice President for Academic Affairs (EVPAA).

**Curriculum change:** Refers to, but is not limited to, any additions, deletions, or revisions to courses, programs, degrees, majors, minors, and certificates, including the requirements for admission, progression, and completion.

**Department:** An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, division, or school, and the unit's head (usually a chair or director) reports to the dean of the college.

### **Policy**

It is the responsibility of each academic unit of the university to maintain current curricula and engage in continuous review of its curricula. The curriculum change policy ensures all constituencies responsible for course delivery and accreditation are involved in the process. The Provost and EVPAA and appropriate dean will set timelines for the modification and approval process.

### **Procedures**

1. Curriculum changes originate with the appropriate department or program faculty, and take the following on-campus routing: the department curriculum committee, the department chair, the appropriate college curriculum committee(s), the college dean, the university Undergraduate Council or Graduate Council as appropriate, other curriculum committees as appropriate (e.g., the Core Curriculum Committee or the Professional Educators Council), Deans Council, the Provost and EVPAA, and the University President.



2. After on-campus routing, curriculum changes are sent to The University of Texas System, the Texas Higher Education Coordinating Board, and/or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as appropriate. Changes will be reflected in the General Catalog and/or Graduate Catalog after approval.

### **Substantive Change**

Any curricular changes that involve substantive change as defined by SACSCOC must be communicated by the Office of the Provost and EVPAA to the appropriate entity and, if necessary, be approved before implementation. For further information, see the university policy on Substantive Change (02-219).

### **Related Statutes or Regulations, Rules, Policies, or Standards**

19 Tex. Admin. Code § 4.21-.36  
19 Tex. Admin. Code § 4.101-.104  
19 Tex. Admin. Code § 5.44-.55

Regents' *Rules and Regulations*, Rule 40307, Academic Program Approval Standards

Program & Administrative Changes Approval Workflow – University of Texas System  
New Degree Program Approval Workflow – University of Texas System

SFA HOP 02-203 Certification Programs  
SFA HOP 02-205 Course Fees  
SFA HOP 02-219 Substantive Change  
SFA HOP 02-202 Academic Program Review  
SFA HOP 02-110 Professional Educators Council

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs

### **Forms**

Forms for program revision, course proposals, substantive change, distance education, and laboratory/course fee requests are available at the university website.

### **Revision History**

September 1, 2023 (original)