

APPENDIX I

PROCESS FOR CREATION AND REVISION OF ACADEMIC PROGRAMS

Faculty hold primary responsibility for the curriculum at the University of Montevallo. The full review process outlined below applies to the creation of new or substantive revision—as defined by the Alabama Commission on Higher Education (ACHE) or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)—of existing academic programs at the University of Montevallo. Less significant curricular changes (creation of a minor, changes to course pre-requisites or course descriptions, addition or deletion of a course, etc.) are accomplished by following the sequence outlined in Step 1, with final approval issued by the Provost and Vice President for Academic Affairs except in the case of minors which are also presented to Executive Cabinet and the Board of Trustees for approval.

- Step 1 A complete draft program proposal will be developed by faculty in the appropriate academic unit and will be reviewed and approved by the following:
- Department Chair
 - College committee charged with oversight of the curriculum
 - Dean
 - Undergraduate Curriculum and Standards Committee OR Graduate Council
 - Provost and Vice President for Academic Affairs
 - Executive Cabinet
- Step 2 The program proposal will be submitted by the Provost/VPAA to the UM Board of Trustees for approval.
- Step 3 The program proposal will be submitted by the Provost/VPAA to ACHE as information or for approval, consistent with ACHE requirements.
- Step 4 A program proposal that qualifies as a substantive change will be submitted to SACSCOC as information or for approval, consistent with SACSCOC requirements. Changes that require formal SACSCOC approval will be submitted six months before expected implementation.
- Step 5 When the final required approval has been obtained, the Provost/VPAA will notify the Department Chair, Dean, Registrar, Undergraduate Curriculum and Standards Committee or Graduate Council, and Executive Cabinet.