



NORTHERN ARIZONA UNIVERSITY

Navigating the Graduate Curriculum Approval Process

INTRODUCTION

The processes associated with graduate curriculum approval are comprised of specific steps that involve the use of technology, proper forms, and review by multiple committees. This document is designed to give you a map of those processes.

GENERAL

- Use the curriculum change forms found at <http://home.nau.edu/gradcol/gradcommittee.asp>. These forms have been revised to meet graduate curricular requirements. As a consequence, other forms that are appropriate for undergraduate curricula are obsolete for our purposes. Therefore, The University Graduate Committee will not accept submissions made using obsolete forms.
- If two or more curricular changes are related, you must also submit a Curriculum Change Summary Form located at <http://www.nau.edu/gradcol/submissionform.doc> and use it to explain the relationship of the proposed changes. This explanation will accelerate the approval process.
- The University Graduate Committee meets seven times during the academic year. The UGC schedule is published at <http://www.nau.edu/gradcol/UGCschedule2009-10.pdf> and includes all dates associated with the curriculum approval process. Each college is assigned a specific UGC meeting in which its curricular submissions are evaluated and a vote is taken for approval. Be sure to plan ahead in order to meet deadlines. Colleges are encouraged to submit materials before or at their assigned meeting. Timely submissions shall receive priority. If time allows, the UGC will consider tardy proposals.
- All curriculum proposals approved through the **March meeting will be included in the next academic catalog**. Any approvals after the March meeting will go into the catalog in the subsequent academic year.
- The agenda for the UGC meeting is available on the Graduate College website at <http://home.nau.edu/gradcol/ugcmaterials.asp> one week before the meeting. All deans, associate deans, department chairs and graduate coordinators are notified by e-mail when the agenda is posted. A departmental representative must attend the UGC meeting to answer questions about the proposal (except for items that appear on the consent agenda). The item shall be tabled if a representative is not in attendance.

PROCESS

1. Prior to submission to the University Graduate Committee, all proposals shall be reviewed and approved by the department and the college. After approval by the college curriculum committee, **all forms shall be submitted electronically by the college dean's office to the Graduate College**. The college dean's office shall also submit one signed paper copy of the form. Approved changes will not become official until the signed paper copy is received by the Graduate College.
2. The Graduate College forwards every submission to the Academic Information Office (AIO) where the proposal is reviewed for technical issues related to the course catalog and Louie. The AIO notifies the Graduate College of any problems and the Graduate College works

with the academic unit to get problems corrected before the item moves on to The Review Committee of the University Graduate Committee.

3. The charge of the Review Committee is to evaluate curriculum changes to insure that the submission is complete and ready for presentation to the UGC. A member of the Review Committee will work with the faculty contact for the submission to resolve any issues in time for the UGC meeting.
4. At the UGC meeting, a representative shall be on hand in support of the submission and shall be prepared to answer questions from the UGC. If no representative is in attendance, the item shall be tabled.
5. After approval by the UGC, the curriculum changes are forwarded to the Academic Information Office (AIO). AIO staff update LOUIE and the appropriate academic catalog. Copies of the approved paper forms are also sent to the department and college dean's office.

Things to Check before Submitting Curriculum Proposals

- Syllabus in approved format.** For new courses, be sure the syllabus is in the approved university format. This is the most common problem associated with new course proposals. See <http://www2.nau.edu/academicadmin/UCCForms/syllabus.doc>.
- Co-convened courses.** If a course is to be co-convened, submit the form for the graduate-level course, syllabus for the graduate-level course and syllabus for the undergraduate-level course. Standards for co-convened courses are found at <http://www.nau.edu/gradcol/coconvenedcoursestandards.pdf>. If the differences between the undergraduate- and graduate-level courses are not consistent with these standards, the proposal will not be approved.
- Prerequisites.** Louie cannot verify undergraduate prerequisites. If an undergraduate prerequisite is required, it must be verified manually for each student who enrolls. For undergraduate prerequisites a general statement is preferred. For example: "Undergraduate course in statistics is required." Graduate-level prerequisites must have specific prefix & number.
- Learning Outcomes.** See <http://www4.nau.edu/assessment/resources/outcomes.htm> for guidance in writing learning outcomes and learning objectives.
- Letters of support.** If the proposal affects another department, a letter of support from that department is required and must accompany both the electronic submission and the hard copy.

Process for New Degree Programs

New Degree Programs require a two-phase approval process. Both phases require approval by the Arizona Board of Regents (ABOR).

Phase One –Planning Authorization

1. A Request for Planning Authorization is first submitted to the academic unit and then to the college curriculum committee for review and approval. The appropriate form is available at http://home.nau.edu/provost/faculty_info.asp.
2. After approval by the college curriculum committee, the Request for Planning Authorization is forwarded to the UGC.
3. After approval by the UGC, the Request for Planning Authorization is forwarded to the Provost for approval.
4. Following approval by the Provost, it is submitted to the Chief Academic Officers of the three state universities.

5. If approved by the Chief Academic Officers, the Request is submitted to the Arizona Board of Regents for approval.

Phase Two – Implementation Authorization

1. After planning authorization is granted by the Arizona Board of Regents, the program proposal is fully developed into a Request for Implementation Authorization http://home.nau.edu/provost/faculty_info.asp and submitted through the same process as in phase one. The Proposal for New Graduate Academic Plan form <http://www.nau.edu/gradcol/plan3rev.doc> must be submitted at the same time.
2. Only after final approval by the Arizona Board of Regents shall the proposal be implemented at the local level. Local implementation is contingent upon allocation of appropriate resources by the Provost.