

**TITLE:** Course and Program Change Policy

**RESPONSIBLE UNIT:** Faculty

**APPROVAL BY:** Committee on Instruction

**REVISION DATE:** September 15, 2021 (originally established September 15, 2018)

## **INTRODUCTION**

The Committee on Instruction (COI) is charged with maintaining academic rigor and curricular quality for all academic programs at the School of Professional Studies. The committee is responsible for reviewing new program proposals and course syllabi and providing recommendations for revision or approval. The COI is also responsible for reviewing changes to these programs and courses. The COI does not speak to every issue that impacts academic excellence; some issues, such as course sequencing fall under the purview of the program, its Program Curriculum Committee (PCC), and the Program Director. This policy provides guidelines on course and/or program changes that require a review by COI.

## **POLICY STATEMENT**

All proposed program- and/or course-level changes that require COI approval should be reviewed by the PCC during a Program's Annual Curriculum Review (ACR).

For any course changes that carry contract implications (e.g. Staff Associate being hired to make modifications to an existing course), changes must be reviewed by the Program Curriculum Committee (PCC) to ensure that the course-level objectives are in alignment with program-level objectives.

Changes made as part of regular teaching practice should be made in consultation with the Program Director.

### **Program-level Changes Requiring COI Approval**

At the program level, the following changes require review and approval from the COI:

- Addition, removal, or substitution of a core course.
- Any changes to programmatic learning outcomes.
- Changes to or additions of new audiences, such as an executive population or a distance option.

### ***COI Approval not Required***

At the program level, the following changes do not require COI review:

- Addition of forced sequencing or the establishment of pre-requisites.
- Removal of elective courses.

### **Course-level Changes Requiring COI Approval**

At the course level, the following changes require review from the COI:

- New course title.
- Change in credits.
- Rewrites—other than grammatical improvements—to a Course Overview. If there are rewrites to the Course Overview that indicate the focus of the course has changed it will necessitate a review by the COI.
- The addition or subtraction of course learning objectives based upon the COI-approved syllabus:
  - If the number of objectives being changed equates to 20% or more of the total objectives in the most recently approved syllabus, the changes must be reviewed by the COI. If fewer than 20% of the objectives are being changed, a full syllabus review is not necessary. However, the program must still present the following information to the COI:
    - For new objectives: the relationship between new course objectives and the program objectives, as well as a definition of how these objectives will be assessed.
    - For removed objectives: an explanation of the impact on programmatic objectives, as well as accounting for what objectives will be measured by remaining assessments.
- Changes to the course assessment strategy, where more than 50% of the course grade will be assessed differently than in the most recent COI-approved version. The program/faculty must present an explanation of the impact these changes will have on how learning objectives are being assessed in the course.
- Change that includes international travel.

### ***Course-level Changes, COI Approval not Required***

At the course level, the following changes do not require COI:

- New modalities of existing courses, so long as the new modality does not alter the changes delineated above.
- New readings or examples that improve the currency and relevance of course topics.
- Revisions to assignments if the overall assessment strategy is not changed. For example, new exam questions or essay prompts do not require approval.