MEMORANDUM

To: Academic Deans, Associate & Assistant Deans, Department Chairs, and College Curriculum Committee Members

From: Nancy Neff, Coordinator, Faculty Senate

Cc: Nasser Zawia, Dean, Graduate School
    Andrea Rusnock, Associate Dean, Graduate School
    Curricular Affairs Committee
    Faculty Senate Executive Committee

Date: August 10, 2016

Subject: Curricular Procedures

Please share this information with your faculty and/or committee members.

Curricular procedures have been developed in order to facilitate the integration of curricular proposals, legislative action, the e-Campus Course Schedule, and the URI catalog. Faculty, department chairs, and college curriculum committees are asked to give very careful consideration to the completion of curricular forms. The information provided is used to directly inform the course schedule (e-Campus), academic advising, the catalog, and in some cases, admission materials.

Signatures of approval verify that the information provided on a proposal is factually accurate and that all possible curricular impacts both within and outside of the originating department have been considered.

Faculty proposers, department chairs, and college curriculum committees are responsible for ensuring that proposals are

- factually accurate
- prepared according to guidelines
- complete prior to submission

Errors delay the approval process. Incomplete proposals will be returned. Proposals containing factual errors will be returned for correction.

In planning for the first offering of a newly proposed course or academic program or the implementation of changes to an existing course or academic program, please be aware that the review and approval of a proposal is a multi-step process that can take several months (sometimes longer) and is not complete until the course/course change is officially listed in e-Campus or, with regard to programs, until notification has been received from the RI Office of the Postsecondary Commissioner.

It is advisable to think “a year ahead.” The length of time for full approval of program proposals often depends on the complexity of the proposal. Generally, a course proposal that is intended to be effective in a fall semester should be submitted the prior fall. There may not be sufficient time for proposals submitted in the spring to be fully approved before the end of the academic year.

- Fully approved course changes will be made in e-Campus for the subsequent semester up to, but not after, the start of pre-registration for that semester (on or about mid-semester).
• **Fully approved new courses and temporary courses** may be added to the Course Schedule (classroom space and available meeting times permitting) up to the start of the semester in which they are to be first offered and will appear in the subsequent catalog only if officially listed in e-Campus before July 1.

• **Projected effective dates** for proposals will be implemented as requested if the curricular approval process has been fully completed within the appropriate time to meet that deadline.

The Curricular Affairs Committee reviews undergraduate curriculum matters, including proposals for courses at the 100-, 200-, 300-, and 400-levels. The Graduate Council processes graduate curriculum matters, including proposals for courses at the 400-, 500-, 600-, and 900-levels. If a proposal for a 400-level course indicates that it is to be offered for graduate credit as well as undergraduate credit, it is processed by both committees. These review committees, which meet monthly, submit approved proposals to the Faculty Senate for action (approval at a Faculty Senate meeting). Program proposals approved by the Senate require the President’s approval; new courses and course changes do not require the President’s approval. Some program proposals also require review by the RI Office of Postsecondary Commissioner.

**Please share this information with your faculty and/or committee members.**
Please contact the Faculty Senate Office (4-2616 or 4-5176) if you have any questions.