

Missouri Western State University  
**Undergraduate Curriculum Development**  
**Academic Policies**  
Approved: 02/03/2022

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It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution and, while adhering to state guidelines, establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

- A. Undergraduate curriculum suggestions and recommendations for additions or deletions of courses and/or programs may originate from any group or individual, but must be submitted by the department chair or a faculty member.

All proposals shall be submitted through the online UGCC Curriculum Proposal System. Links will be available on the Faculty Senate website.

The UGCC Curriculum Proposal System will open August 1 for submissions. No curriculum proposals may be submitted in June or July.

UGCC will have its first meeting and begin active review of proposals by the third week of the fall semester. Whenever possible, all proposals should be discussed by UGCC no more than three weeks after the proposal has been approved by the originating department chair in the online proposal system. This three-week period only includes fall and spring semesters when campus is open.

All curricular proposals to create a new course, revise an existing course, revise an existing program, or create a new program must be submitted by February 1<sup>st</sup>.

The Provost will retain the right to require emergency and/or expedited review of any proposal outside of the normal submission calendar. However, the curriculum system will be inactive during June and July.

Curriculum proposals may require two readings before being voted on by the UGCC Committee; however, at its discretion the committee may vote to approve the proposal after the first reading. The UGCC is encouraged to expedite proposals not requiring extensive revision, clarification, or amendment. More complicated proposals, such as those involving multiple affected departments, may require additional review. If a second reading is required, it should ideally take place within two weeks of the first reading. The UGCC retains the right to determine if a second reading is required for any proposal.

After approval by UGCC, curriculum proposals should be presented to Faculty Senate at the next available meeting.

- B. Department and Committee Responsibilities

- 1. Proposing Department

Proposing Departments must follow the schedule and deadlines outlined in this policy.

All proposing departments will analyze the need, population to be served, immediate cost factors, how other departments, schools and programs would be affected, and the long-range

view of a proposed change or addition to a course or program. This analysis should be done well in advance to enable the coordination among affected departments/ schools/ programs. All departments, schools and programs that are affected by the proposed curriculum changes should be contacted prior to the submission of the proposal. This will give the affected departments/ schools/ programs time to make changes before the faculty leave for the summer.

Affected departments are defined as a department that utilizes courses (or a program):

- a. changed or listed in the proposal,
- b. being dropped by the proposal,
- c. that are similar in nature,
- d. that are cross-listed to any of these offerings,
- e. that use the affected course as a prerequisite.

The above is not an exhaustive list of what constitutes an affected department. It is up to the discretion of the UGCC Chair if a department should be considered as affected.

Before evaluation by the UGCC, the proposing department's chairperson and Dean shall be given the opportunity to review the proposal, making their remarks in support of or in opposition to the proposal. If there are remarks in opposition the originator may: a) alter the proposal under consideration, b) withdraw the proposal, or c) allow the UGCC to evaluate the proposal with all statements of support/or opposition by the appropriate Dean and the department chairperson. This is part of the outline proposal system workflow.

During the review process, proposal submitters may change, add, or delete proposal items. However, no substantive changes that affect other departments can be made after submission of the proposal, unless those changes are approved by all affected departments. It is the discretion of the UGCC Chair as to what is considered substantive.

The proposing department should email all affected departments and the UGCC Chair outlining the proposal's effect(s) on the department's program prior to submission of the proposal. Proposals that affect general studies courses must include all departments and schools as affected departments. A copy of each notification must be submitted to the subcommittee prior to the first reading.

If the proposal requires Coordinating Board approval, the department must coordinate with the Provost's office to complete any required supporting documentation.

## 2. Affected Department Responsibilities

Affected departments must follow the schedule and deadlines listed in this policy.

Affected departments are expected to review and comment on all Curriculum Proposals that impact their program(s). Failure to respond will be considered a neutral response.

Affected departments are responsible for preparing and submitting any necessary additional proposals to the outline proposal system.

## 3. Subcommittee Responsibilities

Subcommittees must follow the schedule and deadlines listed in this policy.

Subcommittee members must review department proposals and meet with the department for discussion. The subcommittee is responsible for working with the department to:

- check curricular constraints
- confirm notification of affected department(s)
- confirm completion and uploading of any required supporting documentation to the proposal system
- review and ensure the justification for the proposed changes has merit, completeness, and clarity
- subcommittee chair completes approval of proposal in online proposal system, if approved.

#### 4. UGCC Chair Responsibilities

The UGCC Chair must follow the UGCC Development Timetable chart listed in this policy.

The UGCC Chair will:

- act as the primary resource for all departments in regards to the curriculum process, timing and completion of forms including navigating the UGCC Curriculum Proposal System
- coordinate and lead the curriculum training for departments and UGCC
- organize the subcommittees, assign curriculum proposals to be reviewed and establish the timeline for subcommittee presentations to the UGCC committee
- determine if a department should be considered as an affected department beyond the parameters set above
- determine what is considered a substantive change to a proposal that may affect another department
- prepare the final report of curriculum changes for presentation at Faculty Senate. The report will include rationale and justification for the committee's action.

Under extreme circumstances, the UGCC Chair can approve exceptions to deadlines and processes.

#### C. UNDERGRADUATE CURRICULUM DEVELOPMENT ADDITIONAL POLICIES AND DEADLINES

DEADLINE	ACTION
August 1st	Proposal system opens for submissions
No more than three weeks into fall semester	UGCC begins active review of proposals
Prior to submission of proposal in online proposal system	All interested parties (including affected departments) are notified of pending proposal submission.
Submission of proposal by faculty member and approval by department chair (Before February 1)	Submission of all proposals dealing with new courses, course revisions, program revisions, new programs, and other types of revisions.
If possible, no more than three weeks after department chair approval of proposal	Discussion of proposal by UGCC (if required: additional discussion of proposal by UGCC no more than two weeks after first discussion of proposal)
Next available Faculty Senate meeting	Presentation of proposal to Faculty Senate by UGCC representative
Within 30 days after presentation of proposal to Faculty Senate	Provost's office completes review of all proposals, removes proposals which cannot be enacted for financial or other reasons, and forwards proposals to President's office.
June and July	Proposal system closed to submissions.

Under extreme circumstances, the Provost and Vice President for Academic Affairs may call a special session of the Undergraduate Curriculum Committee to review Curriculum Proposals outside of the normal submission calendar.

D. Undergraduate Curricular Constraints (Section VI of the UGCC Proposal Form)

1. Associate degree programs

- The General Studies component for all associate degrees will be 15 credit hours.
- Associate degree programs will have no more than 72 credit hours.
- Associate degree programs will have no fewer than 62 credit hours.

2. Baccalaureate degree programs

- The General Studies component for all baccalaureate degrees will be comprised of no fewer than 42 and no more than 46 credit hours.
- Major degree programs will require no fewer than 30 credit hours not including foreign language courses required by B.A. degree programs.
- Major degree programs will require no more than 66 credit hours.

- a. Courses included in a major degree program may be selected from different departments and from different program areas within departments, but only in so far as such course selection contributes to the integrity and completeness of the degree program.

The number of credit hours required in courses from any single discipline will be no more than 54 credit hours.

Any single discipline refers to courses with the same three-letter prefix, including crosslisted courses.

- b. Credit hours earned for the following courses will all count toward the maximum of 66 credit hours for major degree programs.

Courses that are pre-requisites to any course required by a major degree program.

Courses in minor degree programs when a minor is required by a major degree program, including credit earned for any course that is a prerequisite to any course required by a minor.

Foreign language courses required by B.A. degree programs.

- c. Credit hours earned for any course used to satisfy a baccalaureate degree General Studies requirement will not count toward the 66 credit hour maximum.

- d. Major degree programs may exceed the 66 required credit hour maximum or the 54 single discipline prefix maximum only if a convincing case has been made for exceeding this limit. Exemptions will be based upon standards established by professional bodies such as an academic agency, a state certification authority, or a recognized professional association or group. However, baccalaureate degree programs will require no more than 120 credit hours.

The B.A. degree will require 12 credit hours in a foreign language. Academic majors may require additional hours in a foreign language.

B.S.E. programs will require no more than 36 credit hours in the professional

education sequence.

B.F.A. programs will require a minimum of 70 credits in courses related to the student's intended area of specialization, including 12 to 18 credit hours in art history.

3. Minor degree programs
  - a. Minor degree programs will require no fewer than 18 credit hours.
  - b. Minor degree programs will require no more than 24 credit hours.
4. Curricular Constraint Compliance
  - a. All submitted curriculum proposal packets which increase the number of required credit hours existing major or minor programs must show that the increase is essential to the major or minor by including clear justification and documentation.
  - b. Any department submitting curriculum proposal packets must demonstrate compliance with constraints.
  - c. All non-General Studies courses, excluding developmental courses that are prerequisites for required and elective courses in any type of degree program must be indicated on the major/minor form. These prerequisites will count toward the total credits in that degree program. This includes majors, minors and certificates.  
Curriculum proposals not in compliance must request exemption from the stated curricular constraints.

Requests for exemptions must be accompanied by copies of accreditation requirements and/or other documents that provide clear justification for granting an exemption.