THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Curriculum Guidebook
2015-2016

Office of the Provost

Table of Contents

Introduction

The purpose of this guidebook is to describe the processes and procedures at UAH for making changes in the undergraduate and graduate curriculum. New courses, programs, and changes in existing courses and programs should not appear in the undergraduate and graduate catalogs until the outlined procedures are followed. This booklet also contains copies of forms required to process curriculum changes for new courses and programs, and changes for existing courses and programs as well as sections from *The University of Alabama Board of Trustees Board Manual* for academic planning. Other sources of information for curriculum changes include college manuals of operation, the *Graduate Handbook,* and the *Faculty Handbook.*

Changes in Curriculum

Proposals for undergraduate curriculum changes and changes for existing or new undergraduate programs are initiated in the department or program, approved by the dean, and then forwarded to the Office of the Provost. Proposals may then be referred to the Faculty Senate Undergraduate Curriculum Committee. All curriculum changes are approved by the Office of the Provost.

Proposals for graduate curriculum changes and changes for existing or new graduate programs are initiated in the department or program, approved by the dean, and then forwarded to the graduate dean for consideration by the Graduate Council. The Provost should be notified immediately by the college dean if a proposal for a new program or degree is contemplated. All curriculum changes are approved by the Office of the Provost.

Appendix A contains statements for curriculum changes from the *Faculty Handbook*.
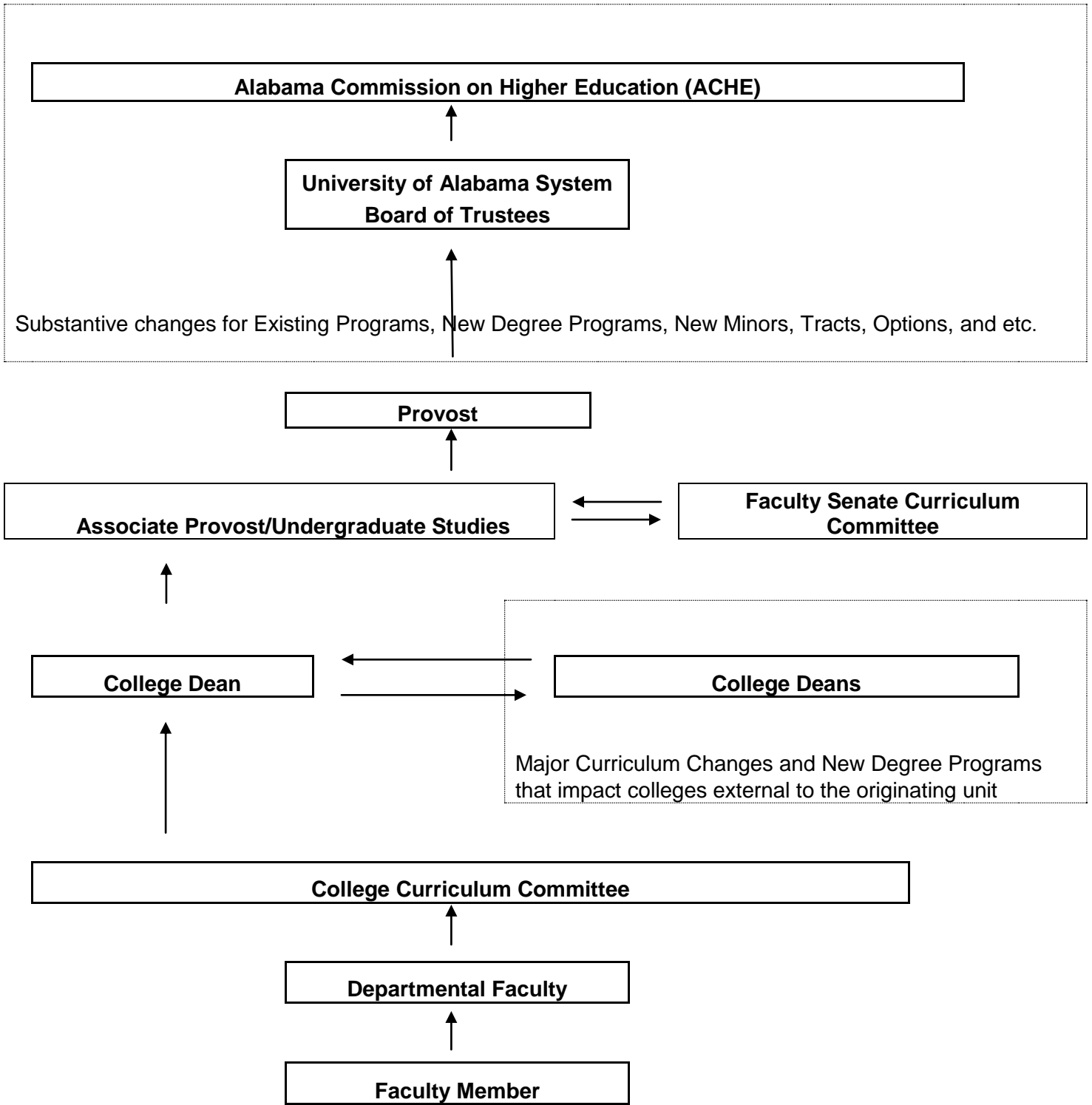
Undergraduate Curriculum

A curriculum change that originates in an academic department or program, and that affects catalog copy will become effective and may be implemented only when the following procedure has been completed: the proposed curriculum change has been recommended by the academic department or program, reviewed and approved by the dean of the college, and approved by the Provost. When the Provost deems it necessary, proposed curriculum changes will be referred to the Faculty Senate Undergraduate Curriculum Committee for review and action prior to a decision by the Provost (see Appendix B for Senate Curriculum Committee charge).

Any new academic program or change in an existing undergraduate program (major, minor, track, specialization, emphasis, focus, option, concentration, or cognate) that involves disciplines of more than one college must be reviewed by and have a signature of acknowledgement with an optional recommendation of the appropriate curriculum committee/s and dean/s of the college/s involved prior to review by Faculty Senate Undergraduate Curriculum Committee and approval by the Provost.

Following approval by the Provost, new academic programs or substantive changes to existing undergraduate offerings are submitted to *The University of Alabama Board of Trustees Board Manual*, as action items. This is a two-stage process. An initial Notice of Intent to Submit a Proposal (NISP) must be prepared outlining plans for the program and justification. If the Board approves the NISP, departments may then prepare a full proposal for submission and consideration. Upon approval by the Board of Trustees, The University of Alabama System (UAS) office submits new academic programs and substantive changes to existing programs to the Alabama Commission on Higher Education (ACHE) for review and action. Decisions by ACHE on undergraduate curriculum proposals are sent back to the UAS. The Vice Chancellor of Academic Affairs notifies the campus of ACHE's decision. Appendix C provides excerpts from *The University of Alabama Board of Trustees Board Manual* on academic planning. Approved proposals are then sent to the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) for final approval.

Changes that do not originate within an academic department or program but that do affect undergraduate degree requirements can be proposed to the Faculty Senate. The Undergraduate Curriculum Planning process is illustrated in Exhibit 1.

Undergraduate Curriculum Planning Process
Exhibit 1

Alabama Commission on Higher Education (ACHE)

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**University of Alabama System
Board of Trustees**

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Substantive changes for Existing Programs, New Degree Programs, New Minors, Tracts, Options, and etc.

Provost

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Associate Provost/Undergraduate Studies ←→ **Faculty Senate Curriculum Committee**

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College Dean ←→ **College Deans**

Major Curriculum Changes and New Degree Programs that impact colleges external to the originating unit

↑

College Curriculum Committee

↑

Departmental Faculty

↑

Faculty Member

Graduate Curriculum

Curriculum changes affecting the graduate program originate in an academic department or program, are reviewed and approved by the dean of the college and the graduate dean and approved by the Provost. The Provost may refer changes to the graduate dean for consideration by the Graduate Council (see Appendix D for Graduate School Procedures for curriculum matters). After internal approval, graduate programs follow the same external processes as described above.

The Graduate Curriculum Planning Process is illustrated in Exhibit 2.
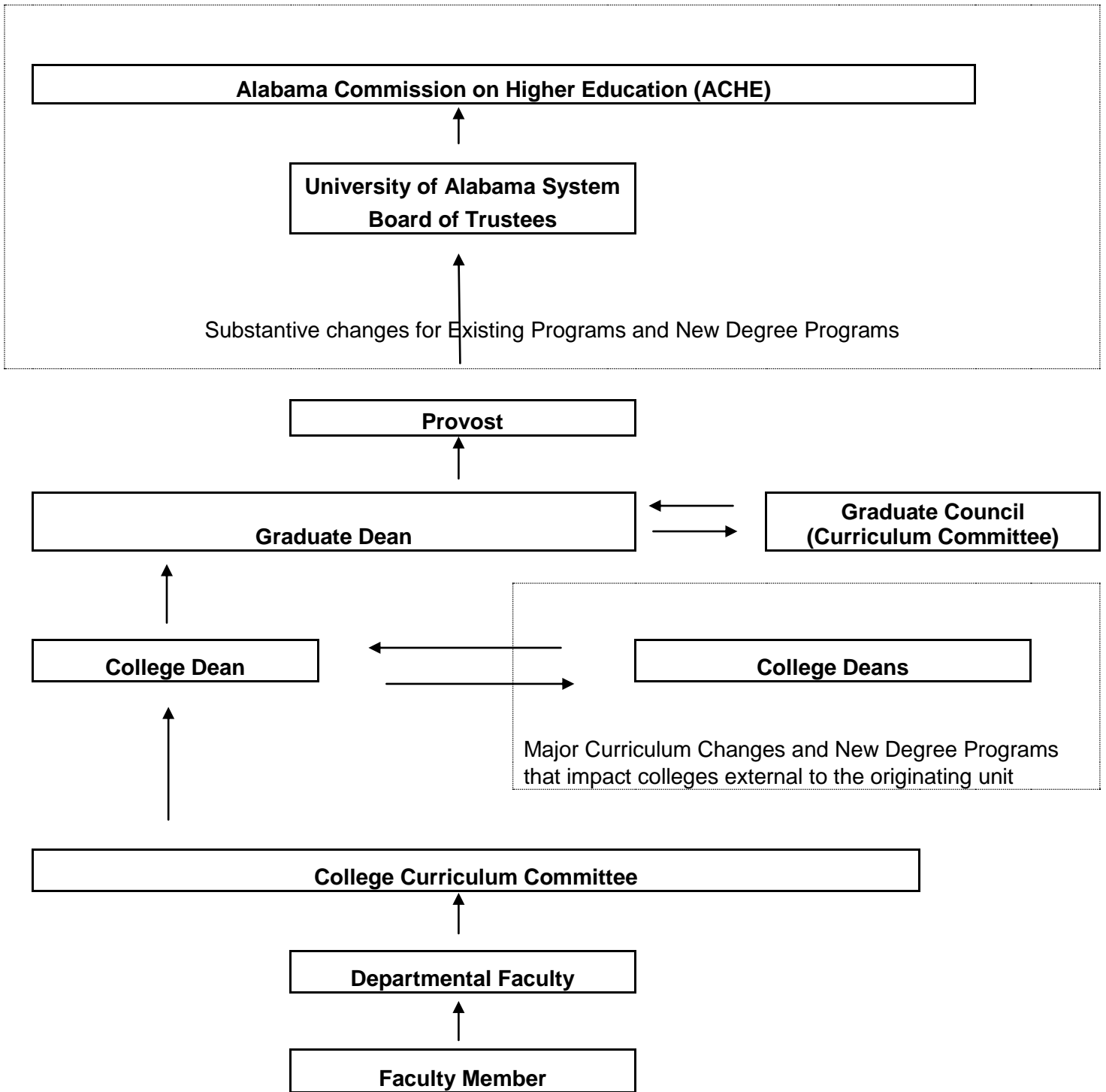
Course Approval Form

The Course Approval Form must be completed and processed for all curriculum transactions that involve new courses and changes for existing courses (i.e., course title, course description, number of credit hours, grading system, changes for lab fees, course deletions, changes for inactive/active status, and etc.) All requests for new lab fees or increases in existing lab fees must be approved by the Provost and the President. The Course Approval Form is available in Appendix E and online at www.uah.edu/Provost.

Program Approval Form

The Program Approval Form must be completed and processed for curriculum transactions that involve new programs and changes for existing programs to include majors, minors, tracks, cognates, options, clusters, concentrations and certificates. The Program Approval Form is available in Appendix F and online at www.uah.edu/Provost.

Graduate Curriculum Planning Process
Exhibit 2

Alabama Commission on Higher Education (ACHE)

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University of Alabama System Board of Trustees

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Substantive changes for Existing Programs and New Degree Programs

Provost

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Graduate Dean	← →	Graduate Council (Curriculum Committee)

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College Dean	← →	College Deans

Major Curriculum Changes and New Degree Programs that impact colleges external to the originating unit

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College Curriculum Committee

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Departmental Faculty

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Faculty Member

Appendices

Appendix A

Instructional and Student Policies, *Faculty Handbook*, Chapter 8 –8-1.

8.3 Changes in Curriculum

Proposals for undergraduate curriculum changes or new undergraduate programs are initiated in the department or program, approved by the dean, and then forwarded to the Office of the Provost. Proposals may then be referred to the Undergraduate Curriculum Committee. Proposals for graduate curriculum changes or new graduate programs are initiated in the department or program, approved by the dean, and then forwarded to the graduate dean for consideration by the Graduate Council. The Provost should be notified immediately if a proposal for a new program or degree is contemplated. All curriculum changes are approved by the Provost. Proposals for additions, deletions, or modifications of undergraduate or graduate courses that do not significantly alter the total departmental or program curriculum are initiated in the department or program, forwarded to the dean of the college and the graduate dean, and approved by the Provost.

Appendix B

Appendix L: By-Laws of the Faculty Senate, *Faculty Handbook*, L-9

SENATE UNDERGRADUATE CURRICULUM COMMITTEE

<u>Charge</u>:

The Faculty Senate Undergraduate Curriculum Committee shall be responsible for monitoring the quality of curriculum at the University of Alabama in Huntsville. Specifically, the committee:

1. Shall serve in an advisory capacity to the Provost/VPAA in matters related to curriculum planning, development, change, and evaluation.

2. May initiate and shall review any proposed changes affecting programs, basic degree requirements, and the creation or elimination of academic programs.

This committee shall also be responsible for collecting and disseminating information pertaining to the planning, development, change, or evaluation of any academic program. Specifically, the chairperson of this committee shall deliver a detailed report, including recommended changes, to the Senate during the academic year that will include the following information:

1. The status of all degree programs.

2. The status of any plans to change or add to existing degree programs.

3. The status of any academic programs being planned, including, but not limited to any new degree programs, departments, majors, minors, and degree/program options.

4. The status of any new or proposed courses within existing curricula.

5. The status of any contemplated or recommended eliminations of existing academic programs, including degree and nondegree programs and departments.

This committee shall be responsible for recommending modifications or changes in all curricular policies.

<u>Membership</u>

Membership shall consist of one elected senator from each college in the university, one elected representative from the Library, and one ex-officio non-voting representative from the Curriculum Committee from each college and the Office of Admissions and Records. The committee may request additional resource personnel (e.g., deans, registrar, directors, etc.) according to proposals being considered.

Appendix C

Excerpts on Academic Planning from *The University of Alabama Board of Trustees Board Manual*

    502. Establishing New Programs

    505.   Changes in Academic Program Status

    506. Cooperative, Joint and Shared Programs

502. <u>Establishing New Programs</u>

I. <u>Policy Statements</u>

    A.   Primary responsibility for the planning and execution of academic programs begins with the faculty and staff of each System campus.

    B.   The Board and the Chancellor encourage adaptation of resources to meet changing academic needs in the State.

    C.   The institutions of The University of Alabama System are required to submit requests for new programs to the Chancellor for review and approval. Upon the approval of the Chancellor, the new program request will be submitted to the Board of Trustees for final approval.

    D.   Efforts at collaboration and sharing, including cooperative, joint, and shared programs, must be explored at the campus and System levels whenever a new degree program of instruction is considered.

    E.   Guidelines and procedures for the development, submission, review, and approval of new programs are developed and administered by the System's Office of Academic Affairs.

II. <u>The Guidelines for Establishing a New Degree Program</u>

    A. <u>Notification of Intent to Submit a Proposal</u>

        1.   The faculty develops a Notification of Intent to Submit a Proposal (NISP). (Please see Attachment A)
        2.   Campus committees review the NISP.
        3.   The Provost/Vice President for Academic Affairs reviews the NISP.
        4.   The NISP is approved by the President and forwarded to the Chancellor for review.
        5.   The Vice Chancellor for Academic Affairs reviews the NISP.
        6.   The System Office sends the NISP to the other System campuses for review.
        7.   The Vice Chancellor presents the NISP to the System Academic Council (SAC) for review and discussion.

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8. The NISP is adjusted, as necessary, approved by the President, and recommended to the Chancellor for review and recommendation to the Board of Trustees.

9. The Vice Chancellor presents the NISP as an action item to the Academic Affairs and Planning Committee for its review, approval, and recommendation to the Board for authorization to submit it to the Alabama Commission on Higher Education (ACHE).

10. Following the Board's approval, the Vice Chancellor sends the NISP to ACHE for review.

11. The originating campus sends undergraduate program NISPs to the Chief Academic Officers of the other senior institutions in the state. NISPs for graduate programs are sent to the Graduate Deans.

12. After two months the full Program Proposal may be submitted to ACHE.

B. Program Proposal

1. The faculty develops a full program proposal. (For undergraduate programs please see Attachment B; for graduate programs please see Attachment C).

2. Campus committees review the proposal.

3. The Provost/Vice President for Academic Affairs reviews the proposal.

4. The President approves the proposal and forwards it to the Chancellor for review.

5. The Vice Chancellor for Academic Affairs reviews the proposal.

6. The System Office sends the proposal to the other System campuses for review.

7. The Vice Chancellor presents the proposal to the SAC for review and discussion.

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8. The proposal is adjusted, as necessary, approved by the President, and recommended to the Chancellor for review and recommendation to the Board of Trustees.

9. The Vice Chancellor presents the full proposal as an action item to the Academic Affairs and Planning Committee for its review, approval, and recommendation to the Board for authorization to submit it to ACHE with a recommendation for ACHE approval. In addition to program information, the proposal includes the summary sheet required by ACHE that contains budget information, enrollment projections, and degree completion projections.

10. Following the Board's approval, the Vice Chancellor sends the proposal to ACHE for its review and approval. (At least two months after the NISP has been submitted.)

11. The originating campus sends a copy of any undergraduate program proposal to the Chief Academic Officer of the other senior institutions in the state. A copy of any graduate program proposal is sent to the Council of Graduate Deans.

12. With ACHE approval, the proposal is sent to the Board of Trustees for final review and approval. Following Board approval, the campus then implements the program.

13. If ACHE fails to approve the proposal, the Board may then choose to revise the proposal and resubmit it to ACHE, approve the proposal, or discontinue consideration of the proposal.

III. The Guidelines for Establishing a New Certificate Program

Certificate programs require Board action if they are 30 or more undergraduate hours, or 18 or more graduate hours in length. A certificate program with less than the above criteria should meet individual campus guidelines and be presented to the Board as an information item.

1. The faculty develops a program proposal.

2. Campus committees review the proposal.

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3.   The Provost/Vice President for Academic Affairs reviews the proposal.

4.   The President approves the proposal and it is forwarded to the Chancellor for review.

5.   The Vice Chancellor for Academic Affairs reviews the proposal.

6.   The System Office sends the proposal to the other System campuses for review.

7.   The Vice Chancellor presents the proposal to the SAC for review and discussion.

8.   The proposal is adjusted, as necessary, approved by the President, and recommended to the Chancellor for review and recommendation to the Board of Trustees.

9.   The Vice Chancellor presents the full proposal as an action item to the Academic Affairs and Planning Committee for its review, approval, and recommendation to the Board of Trustees.

10.   Following Board approval, the Vice Chancellor notifies ACHE, as an information item, of the Board's approval of the certificate program.

(Adopted October 15, 1986; Amended June 28, 1993; Revised November 1, 1996, May 7, 1999, April 21, 2000, February 15, 2002.)

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505. Changes in Academic Program Status

I. <u>Policy Statement</u>

The institutions of The University of Alabama System are responsible for submitting to the Chancellor plans regarding any changes in the status of an approved program. Such changes may include, but are not limited to, deactivation, reactivation, changes in delivery method, extensions, and alterations.

II. <u>Guidelines for Placing an Academic Program on Inactive Status</u>

    A.   Academic programs, including degrees and certificates, may be placed on "inactive status" by an institution of The University of Alabama System. A campus should follow the steps below when it is necessary to place a program on "inactive status."

        1.   The President should notify the Chancellor in writing of the institution's decision to place a program on inactive status.

        2.   With the letter of notification, the following information should be submitted:

            a)   a statement summarizing the reason(s) the program is to be placed on inactive status;
            b)   a brief statement on the procedure for handling program completions for any students in the program;
            c)   a statement of any planning and assessment activities that will take place while the program is on inactive status; and
            d)   date inactive status will go into effect.

    B.   After System Office review and approval, the institution's plans to place the program on inactive status will be presented to the Board of Trustees as an information item.

    C.   Notice to the Alabama Commission on Higher Education (ACHE) will be provided by the System's Office of Academic Affairs.

    D.   Programs that remain on inactive status for a period of five years without being reactivated will automatically be discontinued.

III. <u>Guidelines for Reactivating an Academic Program</u>

    A.   Academic programs, including degrees and certificates, may be placed on "inactive status" by an institution of The University of Alabama System. A campus should cut the steps below when it is desirable to "reactivate" a program.

1. The President should notify the Chancellor in writing regarding the intended reactivation.

2. With the letter of intent, the following information should be included:
    a) a brief statement summarizing the reason(s) and date the program was placed on inactive status;
    b) a statement indicating institutional and other conditions that have changed to warrant reactivation of the program;
    c) a statement indicating the faculty and administrative review processes followed to consider the program for reactivation;
    d) a statement on any programmatic improvements that would be implemented when the program is reactivated;
    e) a copy of reports from consultants or outside reviewers, if either were used in the review process;
    f) based on stated goals and objectives, a statement on the methods and timetable to be used to evaluate the effectiveness of the program; and
    g) date of intended reactivation startup.

B. After System Office review and approval, the institution's plans to reactivate the program will be presented to the Board of Trustees as an information item.

C. Notice to the Alabama Commission on Higher Education will be provided by the System's Office of Academic Affairs.

IV. <u>Guidelines for Terminating an Academic Program</u>

A. The Chancellor should be notified in writing regarding the intended termination.

B. After System Office review and approval, the institution's plan to terminate the program will be presented to the Board of Trustees as an information item.

C. Notice to the Alabama Commission on Higher Education will be provided by the System's Office of Academic Affairs.

(Adopted December 5, 1997, Revised May 7, 1999.)

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506. Cooperative, Joint, and Shared Degree Programs

I. Policy Statement

    A.   The Board of Trustees encourages the institutions of The University of Alabama System to make efficient use of system-wide resources. To that end, efforts at collaboration and sharing, including cooperative, joint, and shared programs, must be explored at the campus and System levels whenever a new degree program of instruction is considered.

    B.   All new degree programs, including cooperative, joint, and shared programs must be approved by the Board of Trustees prior to implementation.

II. Guidelines for Cooperative Programs

    A. Definition

        A cooperative program is under the sponsorship of a single institution (identified as the primary institution) but contains elements of resource sharing agreed upon by one or more other institutions (the secondary institution(s)). The administrative control of such a program and commitment for maintaining the resources necessary to support it are the responsibility of the primary institution. The degree is granted under the seal of that institution and the program will be identified in the Alabama Commission on Higher Education's (ACHE) Academic Program Inventory for that institution only. The program is so designed that in the event the elements contributed by the secondary institution(s) are discontinued, the basic strength of the program will not be damaged seriously and the institution administering the program will be able to continue to do so with few or no additional resources.

    B.   A student will be admitted to the primary institution according to its program admission requirements.

    C.   For cooperative programs requiring a thesis or dissertation, the major professor/thesis chairperson and the majority of the committee will be from the primary institution.

    D.   A student may take courses listed in the program of study from either institution with permission of the major professor.

    E.   Each institution accepts the faculty appointments of the other campus without the necessity for re-evaluation.

    F.   Any issues requiring attention or resolution will be considered by the appropriate department chairs and dean(s).

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G.   A student must satisfy all degree requirements according to the primary institution's guidelines.

H.   Any residency requirement for the program may be satisfied by a student being a resident on either campus.

I.   Each cooperative program must be reviewed periodically. The primary institution will establish the schedule and parameters of the reviews and submit them to the System's Office of Academic Affairs. The results of each review are to be reported to the Presidents and the Chancellor.

III.   Guidelines for Development of a Joint/Shared Program Proposal

A. Definitions

1.   A joint program is one that is mutually sponsored by two or more campuses, leading to a single degree that is conferred by all participating institutions.

2.   A shared program is mutually sponsored by two or more institutions and benefits from their collaborative efforts. However, withdrawal of one or more partners does not preclude the continuation of an independently sponsored program (i.e. the program is not automatically terminated).

B.   When there is an interest in a new program by one or more campuses in The University of Alabama System, the question of whether a joint program is desirable must be considered by the System Academic Council (SAC). Recommendations by the SAC on joint programs are considered by the Presidents of the affected campuses.

C.   Among the factors to be considered in determining whether a program should be joint are the mission and role of the campuses in question, student demand, potential benefits to the region, and the quality and quantity of the faculty and other learning resources to support the program.

D.   When it is agreed that a proposal for a joint program should be developed, it is the responsibility of each campus involved in the program to choose a representative to take responsibility for assuring that the proposal follows campus and System guidelines.

E.   The SAC must review all completed proposals for joint programs to ensure that the appropriate guidelines and procedures have been followed. Following that review the proposal goes back to the Presidents of the campuses sponsoring the program. When the Presidents are satisfied with the proposal, it is forwarded to the Chancellor.

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F. If the Chancellor concurs, the proposal for a joint program will be presented to the Board of Trustees and the Alabama Commission on Higher Education in the same order and following the same procedures as other proposals for new programs. (See guidelines for new program approval.)

G. The joint program is so designed that its viability is dependent upon the shared resources of the participating institutions. In the event one or more of the participating institutions cannot meet its commitments and responsibilities, the program would be terminated. Shared programs benefit from, but are not totally dependent on, the collaborative effort. Therefore, withdrawal of one collaborating institution does not automatically terminate the program.

IV. Guidelines for the Operation of Joint/Shared Programs

A. A joint/shared program in The University of Alabama System has the same requirements for each student, regardless of the campus where he or she is enrolled. That includes but is not limited to standardized entrance requirements, minimum course and hour requirements, and program examinations (such as qualifying examinations for the Ph.D. degree).

B. Qualified faculty from each of the campuses participating in the program are included in the program faculty. Rules for appointment to the program faculty are established for each program. The procedure for selection of new program faculty must include the other program faculty members. However, the primary departmental affiliation and appointment of the individual faculty members, along with determination of tenure, promotion, and salary, remains at the campus level. Program faculty members are granted appropriate status to allow for full participation in the degree program at those campuses where they do not already hold an appointment.

C. The program description sets forth some specific procedures and processes making it possible for students to take courses or do research on other campuses. These may differ depending on the type and level of program.

D. The faculty and students in the program meet together at least twice each academic year. Seminars, conferences, and other meetings for this purpose are encouraged.

E. For joint/shared doctoral programs that require a thesis or dissertation, the thesis or dissertation committee of each student must include at least one faculty member from each campus.

F.   Each program has a director, who is chosen from among the program faculty, appointed by his/her campus President, and reported to the Chancellor. Each program also has a coordinating committee composed of an equal number of faculty representatives from each campus participating in the program. The coordinating committee is chaired by the director, and meets at least once each academic term to consider plans, policies, and administrative matters. If further administrative action is required, the director consults with the appropriate deans, and, if necessary, the Provost on his/her campus. The Provost may bring the matter to the Vice Chancellor for Academic Affairs and the SAC for discussion.

G.   Depending on the size and complexity of the program, special arrangements may be made to provide release time, clerical assistance, a travel allowance, or other expenses for the program director. In this case the costs are to be shared among the campuses in the program.

H.   Each student successfully meeting all of the program requirements will receive a degree that is designed for the program and that is the same regardless of the home campus of the student.

I.   Each joint/shared program must be reviewed periodically. The coordinating committee will establish the schedule and parameters of the reviews and submit them to the System's Office of Academic Affairs. The results of each review are to be reported to the Presidents and the Chancellor.

(Adopted December 5, 1997; amended May 7, 1999.)

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Appendix D

UAH *Graduate Handbook*, Section IV

A.   Adding New Courses or Modification/Deletion of Existing Courses

Generally, new and timely topics should be offered first on an experimental basis under the special-topics course number in a department. If sufficient demand is demonstrated and if the departmental graduate faculty desires, the topic may then be introduced as a new course with a number and be entered in the catalog. The chair recommends the approval of the new course through the curriculum committee and dean of the college to the Graduate Dean, who will seek advice from the Graduate Curriculum Committee (II.D above) before taking final action. The request for approval should include a course approval form with topical outline, course number, title, catalog description, justification and name(s) of the graduate faculty member(s) considered qualified to teach the course.
Courses which have undergone substantial modification shall be renumbered. In such cases, courses are considered to be new and require approval as outlined above.

B.   Initiation of New Graduate Degree Programs

Initiating a new graduate degree program is a lengthy process and usually requires more than one year. A proposal to initiate a new program includes, among other things, justification, need, and demand. It is very important to point out how the program supports the role and scope of the University in general and the program's relationship to other programs at UAH and, in the case of cooperative, joint or shared programs, the other campuses involved. Preparation of a proposal requires thorough research for adequate documentation. The procedure for the process is as follows:

1. The faculty of a department contemplating a new graduate degree program will conduct a self-study in regard to the program. The faculty should ascertain that need, demand, faculty capabilities and viability of the program exist. It is the faculty's responsibility to show that the program should be implemented.

2. The faculty and chair of the department present preliminary data for the need to propose a graduate degree program to the dean(s) of the college(s) concerned. If the dean(s) approve(s) the proposed program, it is then presented to the Graduate Dean.

3. The Graduate Dean, the dean of the college, and the department or program chair present the case to the Provost.

4. The Provost requests the Graduate Dean to bring the proposed program to the attention of the Graduate Council for its consideration.

5. After the recommendations of the Graduate Council are transmitted through the Associate Provost for Institutional Effectiveness to the Provost by the Graduate Dean, the Provost advises the Graduate Dean, the dean of the college, and the department chair whether to proceed with formal submission procedures.

6. At the instruction of the Provost, the department chair and faculty, with the assistance of the Graduate Dean and appropriate college dean(s), prepare a Notice of Intent to Submit a Proposal (NISP) according to the guidelines of both the UA System (Board Policy 502 –

Establishing New Programs) and the Alabama Commission on Higher Education (ACHE). The NISP is signed by the Graduate Dean and is forwarded through the Associate Provost for Institutional Effectiveness to the Provost. After approval by the Provost the NISP is forwarded to the President for approval. The President forwards the NISP to the University of Alabama System Office for review, approval by the Board of Trustees, and submission to ACHE.

7. After comments on the NISP from the Chief Academic Officers of state universities are received through ACHE and a full proposal is solicited, the department prepares a program proposal with the assistance of the Graduate Dean and appropriate college dean(s). The Graduate Dean and the chair of the department may arrange for consultants to visit the campus and/or to evaluate the proposal. Arrangements are made through the office of the School of Graduate Studies.

8. The Graduate Dean presents the proposal to the Graduate Council for review, comment and approval.

9. The Graduate Dean submits the final draft of the proposal through the Associate Provost for Institutional Effectiveness to the Provost. After approval by the Provost, the proposal is forwarded to the President for approval. The President forwards the proposal to The University of Alabama System's office for official review and comment.

10. The Graduate Dean, the Associate Provost for Institutional Effectiveness and the Provost carry out all subsequent external steps to secure final approval by the Board of Trustees, the Alabama Council of Graduate Deans, and ACHE.

11. The Provost advises the Graduate Dean, the dean of the college, and the department chair of the official action on the proposal.

C.   Initiation of a New Option within an Existing Program

The Alabama Commission on Higher Education defines a "reasonable extension or alteration" of a program as "a modification of an existing unit or program of instruction that does not change its essential character, integrity, or objectives." A new option within an existing degree program will be subject to internal reviews by the Graduate Council as necessary. Options will be treated as individual cases. Substantive (as defined by the Alabama Commission on Higher Education Academic Affairs Manual) changes will be presented to the Board of Trustees and the Alabama

Commission on Higher Education for approval; non-substantive changes will be referred to the Board of Trustees and the Alabama Commission on Higher Education as information items.

D. Initiation of New Graduate Certificate Programs

The procedure for approval of a new graduate certificate program is as follows:

1. The faculty of a department contemplating a new graduate certificate program will conduct a self-study in regard to the program. The faculty should ascertain that need, demand, faculty capabilities and viability of the program exist. It is the faculty's responsibility to show that the program should be implemented.
2. The faculty and chair of the department present preliminary data for the need to propose a graduate program to the dean(s) of the college(s) concerned. If the dean(s) approve(s) the proposed program, it is then presented to the Graduate Dean.
3. The Graduate Dean, the dean of the college, and the department or program chair present the case to the Provost.
4. At the request of the Provost, the Graduate Dean presents the proposal to the Graduate Council for review, comment and approval.
5. The recommendations of the Graduate Council are transmitted through the Associate Provost for Institutional Effectiveness to the Provost by the Graduate Dean.
6. After approval by the Provost the proposal is forwarded to the President for approval. The President informs The University of Alabama System office, who, in turn, inform ACHE. Graduate Certificate programs of 18 semester hours or more require approval of the Board of Trustees and ACHE.

E.   Program Review

At UAH, as at most other universities, periodic program reviews are conducted to ensure the quality of programs being offered. The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and The University of Alabama Board of Trustees accept this type of review as an important part of institutional planning and assessment.

The Provost has overall responsibility for the program review process. Within the Office of the Provost, the Associate Provost for Institutional Effectiveness directs and coordinates the review process for all undergraduate and graduate programs in collaboration with appropriate college deans. When the review includes a graduate program, the Graduate Dean also participates in planning and conducting the review. Details about the review process are presented in the Manual for Comprehensive Academic Program Reviews available in the Office of the Provost.

F.   Mixed Instruction of Graduate and Undergraduate Students

Certain courses may be offered simultaneously for undergraduate and graduate credit. Such courses will be at the 500- level. The instructor of any such course must be a member of the graduate faculty, and the instructor should ensure that there is a clear differentiation between the course completion and grading requirements for graduate students relative to those for undergraduate students. Such completion and grading requirements should be explicitly stated in the course syllabus.

Appendix E

Course Approval Form

OFFICE OF ACADEMIC AFFAIRS
COURSE APPROVAL FORM
NEW COURSE

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

College:_____ **Prefix/Subject Code:**_____ **Course Number:**_____

Banner Title:_____ **Credit Hours:**_____ **Offered:** *Fall* ☐ *Spring* ☐ *Summer* ☐
(32 Characters)

Full Course Name:_____

Instructional Method: *Online* ☐ *Hybrid* ☐ *Classroom* ☐

Cross-listed:_____
Cross-listed courses must provide both graduate and undergraduate syllabi.

Prerequisites:_____

Min. Grade:_____

Catalog Description: *(300 Characters)*

Co-requisites:_____

Prerequisites with Concurrency:_____

Restrictions:_____
Class, Level, Department, Program, College, etc.

Grading System: *A-F* ☐ *A-NC* ☐ *S-U* ☐

Does this course involve multiple academic units in the originating college? Yes ☐ No ☐
If so, the chair of each academic unit must sign this form.

Is this course to be added to Charger Foundations? Yes ☐ No ☐
If so, the Charger Foundations committee must review this form.

Does this course involve academic units external to the originating college? Yes ☑ No ☐
If so, deans of all colleges involved must sign this form.

Is this a Laboratory course (stand alone or combined)? Yes ☐ No ☐
If yes, indicate the number of credit hours for the lab and the number of contact hours.
Lab Hours:_____ Contact Hours:_____ Total Credit Hours:_____

Indicate type and hours for studio, clinical, internship, and study abroad courses.

☐ **Studio Course** Studio Hours:_____ Contact Hours:_____ Total Credit Hours:____
☐ **Clinical Course** Clinical Hours:_____ Contact Hours:_____ Total Credit Hours:____
☐ **Internship** Internship Hours:___ Contact Hours:_____ Total Credit Hours:____
☐ **Study Abroad** Abroad Hours:_____ Contact Hours:_____ Total Credit Hours:____

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Compare with existing catalog offerings, with justification if apparent overlap:

```

```

Discuss demonstrated value of course. Please justify why this new course is needed.

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Will this course be required? Explain.

```

```

Is this course part of a program core? Explain.

```

```

Is this course part of a new major or minor? Explain.

```

```

Textbooks:_____

Intended Instructors:_____

Implications for faculty workload:_____

Implications for facilities:_____

A detailed syllabus must be attached giving an overview of topics covered, course goals and structure, grading system, and policies.

Department Chair:_____   **Grad. Council:** _____

College Dean:_____   **Graduate Dean:**_____

College Curriculum Commitee:_____   **Undergrad Curriculum Cmte:**_____

Charger Foundations:_____   **Provost:**_____

Acknowledgements from other units:

Department Chair:_____   **College Dean:** _____

Appendix F

Program Approval Form

OFFICE OF ACADEMIC AFFAIRS
PROGRAM APPROVAL FORM

**THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE**

☐ **Undergraduate** ☐ **Graduate** ☐ **New Program** ☐ **Program Change**

College:_____ **Department:**_____

Program Type: ☐ **Major** ☐ **Minor** ☐ **Track** ☐ **Certificate** ☐ **Cluster** ☐ **Option**

Total Credit Hours:_____ **Effective Date:**_____

Is the new program or change in existing program part of an accreditation requirement? *If so, please explain.*   Yes ☐   No ☐

Does this course involve academic units external to the originating college?   Yes ☐   No ☐
If so, deans of all colleges involved must sign this form.

Attach a detailed description of proposed program to include the following: *background information, academic justification, student need and demand, listing of courses with credit hour requirements or deletions, facility requirements, and any other pertinent information.*

Department Chair:_____ **Grad. Council:**_____

College Dean:_____ **Graduate Dean:**_____

College Curriculum Commitee:_____

Undergrad Curriculum Cmte:_____ **Provost:**_____

Acknowledgements from other units:

Department Chair:_____ **College Dean:**_____

Appendix G

Process for Moving Courses to Inactive Status and Returning Courses to Active Status

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PROCESS FOR MOVING COURSES TO INACTIVE STATUS AND RETURNING COURSES TO ACTIVE STATUS

Number   02.01.02

Division   Academic Affairs

Date   December 2004

Purpose   To provide written guidelines for moving courses to inactive status and returning courses to active status. Upon college request, the Registrar's office can provide a listing of all college courses with active or inactive status and date of the last time course was taught.

Policy   Students rely on information printed in the catalog when planning their programs of study. It is important that the course inventory and course listing in the catalog reflect courses that are regularly available, with no extraneous information that might mislead students about course options. Departments should periodically review the course inventory and catalog listing to ensure that only courses regularly offered are included. Any course that has not been offered at least once in a five year period should be moved to inactive status.

Courses approved for inactive status will be removed from the UAH Catalog; The course description for the inactive listing, however, will remain in the UAH electronic inventory of courses. A course that has not returned to active status within five years after being placed on inactive status, will be deleted from the UAH catalog inventory of course descriptions. Departments will be notified when a course is to be removed from the inventory.

Procedures   The following actions are required to place a course on inactive status:
1) the department completes the Course Approval Form (*page 1 only*) and provides a justification for moving the course to inactive status.
2) the department forwards the form to the College Curriculum Committee for review and, upon approval by the College Curriculum Committee, the Course Approval Form goes to the College Dean for review and approval.
3) if approved by the College Dean, the form goes to the University Undergraduate or Graduate Curriculum Committee for review and action, with a final review and approval by the Provost.

The following procedure is required to return a course to active status after being placed on inactive status:
1) the department completes the Course Approval Form that includes a justification for moving the course to active status.
2) the department forwards the form to the College Curriculum Committee for review and, upon approval by the College Curriculum Committee, the Course Approval Form goes to the College Dean for review and approval.
3) if approved by the College Dean, the form goes to the Undergraduate or Graduate Curriculum Committee for review and action, with a final review and approval by the Provost.

Review   Academic Affairs will review this policy every five years or sooner as needed.

Approval

_____   _____
Chief University Counsel   Date

_____   _____
Provost and Executive Vice President   Date
for Academic Affairs

APPROVED:

_____   _____
President   Date