Academic Affairs approval flowcharts

Approval flowcharts for:

New, modified or discontinued courses
New, modified or discontinued majors, minors, certificates, concentrations, options, tracks
Changes requiring external review: new, significantly modified or discontinued programs, certificates
Changes in academic policies and procedures
Program proposals from the Academic Program Review Committee
Changes in the mission, framework, goals or learning outcomes of the General Education program and SCHEV mandated additional learning outcomes
Academic department: Create, rename, merge, split or realign among colleges
College: merge, split or realign departments within

Key for flowchart elements

Decision making authority
Review & recommend
Informed
Move through
Formal action
Informal action

Last revised: Mar 28, 2018
Curriculum Pathway: 1. New, modified, or discontinued courses
2. Program changes (major, minors and certificates) not submitted to SCHEV
Curriculum Pathway: New, modified, or discontinued courses not in a specific discipline, e.g. UNIV 100
Curriculum Pathway: New, modified or discontinued majors, minors, certificates, concentrations, options and/or program changes that must be submitted to REAL and/or SCHEV

Curriculum proposal

Department curriculum committee

Department

Department Chair conveys department approval

College curriculum committee

REAL proposals

Dean

Faculty Senate

AALT

REAL proposals

Graduate proposals

Undergraduate proposals

Graduate proposals

Faculty Senate

AALT

Provost

Registrar

Next page: changes requiring external review or approval
Curriculum pathways: addendum for proposals requiring external review or approval per SCHEV and/or SACSCOC requirements.

- Provost submits proposals to SCHEV after approval by President or BOV.
- Requires BOV approval – new or discontinued degree programs.
- BOV approval not required.
- State Council of Higher Education For Virginia.
- Registrar & Institutional Research.
- Requires SACSCOC action.
- Assistant Provost for Institutional Effectiveness and Quality Improvement.
- SACSCOC.
Academic policy or procedure proposal

Academic Policies and Procedures Committee

Student Governance Association Senate

Faculty Senate

Provost

Registrar
Academic Program Review: For proposals initiated via academic program review

1. Department submits reports to the Dean by November 30.
2. Dean reviews reports and submits to APRC by January 31; copy to Department Chair/Director.
3. APRC’s report sent to Department faculty & Chair, and college dean by March 15. Simultaneously, recommendations to retain/enhance go to the Provost; to discontinue go to the Faculty Senate, for review and comment.

Notes:
A) The dean and department chair may submit a written response to the recommendation by April 1st to Faculty Senate (for recommendations of discontinuance) or to the Provost.
B) Actions by Provost that require BOV/SCHEV/SACSCOC approval or notification follow paths for those proposals.
**REAL Curriculum Changes:** proposals for changes in mission, framework, goals or learning outcomes, including SCHEV mandated additional learning outcomes.
**Academic department:** Create, rename, merge, split, department realignment

- Proposal
- New department
- College(s)
- Department(s)
- Department Chair(s)
- Dean(s)
- Faculty Senate
- Provost
- President
- SCHEV

Affects existing department(s)
Academic college: create, merge, split, college realignment