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: New, modified, or discontinued courses; changes in program (major, minors and certificates) requirements not submitted to SCHEV

1. **Curriculum proposal**
2. **Department curriculum committee**
3. **Department**
4. **Department Chair conveys departmental approval**
5. **Core Curriculum Advisory Committee**
6. **College curriculum committee**
7. **Dean**
8. **Graduate proposals**
9. **Graduate Affairs Council**
10. **Undergraduate**
11. **Registrar**
12. **Deans with programs impacted**

For proposals modifying or adding courses to the General Education curriculum
Curriculum Pathway: New, modified, or discontinued courses not in a specific discipline, e.g. UNIV 100 and not CORE

Curriculum proposal

Graduate level courses

Graduate Affairs Council

Undergraduate level courses

Faculty Senate Curriculum Committee

Faculty Senate

Provost

Registrar
Curriculum Pathway: New or discontinued majors, minors, certificates, concentrations, options; change in program requirements to be submitted to SCHEV

1. Curriculum proposal
2. Department curriculum committee
3. Department
4. Department Chair conveys department approval
5. College curriculum committee
6. Dean
7. Undergraduate proposals
8. Faculty Senate
9. Graduate proposals
10. Graduate Affairs Council
11. AALT
12. Provost
13. All other proposals
14. 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
Academic policies and procedures pathway

1. Academic policy or procedure proposal
2. Academic Policies and Procedures Committee

Flowchart:
- From Academic Policies and Procedures Committee:
  - To Faculty Senate
  - To Student Governance Association Senate

Node:
- Faculty Senate
- Provost
- Registrar

Roles:
- Academic Policies and Procedures Committee
- Faculty Senate
- Provost
- Registrar
- Student Governance Association Senate
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/SHEV/SACSCOC approval or notification follow paths for those proposals.
General Education Program: proposals for changes in mission, framework, goals, menu of courses, CORE courses or learning outcomes, including SCHEV mandated additional learning outcomes
**Academic department:** Create, rename, merge, split, department realignment

1. **Proposal**
2. **Affects existing department(s)**
   - **Department(s)**
   - **Department Chair(s)**
   - **College(s)**
3. **New department**
   - **Dean(s)**
4. **Faculty Senate**
5. **Provost**
6. **President**
7. **SCHEV**
**Academic college:** create, merge, split, college realignment

- Proposal
  - Existing college(s)
  - College(s) faculty(ies)
  - Dean(s)
  - Faculty Senate
  - Provost
  - President
  - Board of Visitors
  - State Council for Higher Education for Virginia

Provost submits proposals to SCHEV