Curricular approval policy.

(A) This policy governs the curricular approval policy at Cleveland State University pursuant to section 3345.457 of the Ohio Revised Code. This policy affirms the collaborative role of faculty, academic leadership, and the board of trustees in program and curricular review while underscoring the board's statutory authority as the final decision-making body.

(B) This policy applies to all academic programs, curricula, courses, general education (core) requirements, certificate programs, and degree programs.

(C) Role of the faculty senate. The faculty senate will oversee the curricular approval process in the university to seek advice and recommendations from various units and faculty bodies. These recommendations will be sent to the board of trustees.

(D) Role of approval bodies outside the university. Some changes to the university's curriculum may need approval by the Ohio department of higher education (ODHE) and/or the higher learning commission (HLC). These changes are noted in the appropriate approval process below. These approvals will be sought by the university after the board of trustees have approved the change to the curriculum.

(E) Curricular approval process. All curricular proposals will be reviewed through appropriate governance bodies and administrative steps prior to submission to the board of trustees. The approval process will involve specific steps depending on the type of curricular or organizational unit approval, as outlined in this policy.

(F) Approval process for courses in the undergraduate core curriculum. This process pertains to new or modified core curriculum courses, including changes to course title or course description. This process also pertains to deletions of courses in the core curriculum. Courses in the core curriculum cannot be deleted until the next catalog is published.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

    a. Department or school
    b. College curriculum committee
    c. College dean
    d. University curriculum committee

(G) Approval process for courses in the undergraduate curriculum, but not part of the core curriculum. This process pertains to new or modified undergraduate courses that are not part of the core curriculum, including changes in course title or course description.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

    a. Department or school
    b. College curriculum committee
    c. College dean

(H) Approval process for changes in undergraduate pre-requisites that only influence sequencing. This process pertains to changes in prerequisites that only influence sequencing of a required course (e.g., ENG 101 required for students taking ENG 102).

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

    a. Department or school
    b. College curriculum committee
    c. College dean

(I) Approval process for changes in undergraduate major. This process pertains to modifications to an existing undergraduate major, including change in credits required (including credits of a required course); course requirements; changes in prerequisites leading to additional courses; new, modified or deleted track, specialization or concentration in existing major. A teach-out plan is required for students if a track is deleted. Requirements cannot be added to an active catalog because it would violate students' catalog rights.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will be sent to HLC for approval if more than 25% of the program is changed. Following approval by the board of trustees, the proposal will be sent to ODHE for approval if more than 50% of the program is changed.

    a. Department or school
    b. College curriculum committee
    c. College faculty
    d. College dean
    e. University curriculum committee
    f. Faculty senate

(J) Approval process for undergraduate minors. This process pertains to new undergraduate minors or modifications to existing undergraduate minors, including change in credits, name or required courses. Requirements cannot be added to an active catalog because it would violate students' catalog rights.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

a. Department or school
b. College curriculum committee
c. College faculty
d. College dean
e. University curriculum committee
f. Faculty senate

(K) Approval process for undergraduate majors. This process pertains to new undergraduate majors.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will need approval from ODHE and HLC.

a. Department or school
b. College curriculum committee
c. College faculty
d. College dean
e. University curriculum committee
f. Faculty senate
g. Provost
h. President

(L) Approval process for new undergraduate articulation agreements. This process pertains to articulation agreements with partner institutions, including community colleges or other universities.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will need approval from the appropriate governing board of the partner institution.

a. Department or school
b. College curriculum committee
c. College faculty
d. College dean
e. University curriculum committee
f. University admissions and standards committee
g. Faculty senate

(M) Approval process for courses in the graduate curriculum. This process pertains to new or modified graduate courses, including changes in course title or course description.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

   a. Department or school
   b. College curriculum committee
   c. College dean
   d. Graduate council or college of graduate studies dean

(N) Approval process for changes in graduate program. This process pertains to modifications to an existing graduate program, including change in credits required (including credits of a required course); course requirements; changes in prerequisites leading to additional courses; new, modified or deleted track, specialization or concentration in existing major. A teach-out plan is required for students if a track/program is deleted. Requirements cannot be added to an active catalog because it would violate students' catalog rights.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will be sent to HLC for approval if more than 25% of the program is changed. Following approval by the board of trustees, the proposal will be sent to ODHE for approval if more than 50% of the program is changed.

   a. Department or school
   b. College curriculum committee
   c. College faculty
   d. College dean
   e. Graduate council
   f. University curriculum committee
   g. Faculty senate

(O) Approval process for graduate certificate programs. This process pertains to new, modified, or deleted graduate certificate programs.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will be sent to ODHE for approval if the certificate requires more than 22 credit hours of coursework. For deleted certificate programs, a teach-out plan is required. Requirements cannot be added to an active catalog because it violates students' catalog rights.

   a. All Departments or schools involved
   b. College curriculum committee where the certificate is housed; other colleges must submit written permission to use their courses to fulfill certificate requirements
   c. College faculty

    d. College dean

    e. Graduate council

    f. University curriculum committee

    g. Faculty senate (new or deleted certificate only)

(P) Approval process for new graduate articulation agreements. This process pertains to articulation agreements with partner institutions, including community colleges or other universities.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will need approval from the appropriate governing board of the partner institution.

    a. Department or school

    b. College curriculum committee

    c. College faculty

    d. College dean

    e. Graduate council

    f. University curriculum committee

    g. University admissions and standards committee

    h. Faculty senate

    i. Provost

(Q) Approval process for new graduate degree programs. This process pertains to new graduate degree programs.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will need approval from ODHE and HLC.

    a. All Departments or schools involved

    b. College curriculum committee

    c. College faculty

    d. College dean

    e. University curriculum committee

    f. Faculty senate

    g. Provost

    h. President

(R) Approval process for courses in the Law School J.D. and L.L.M. curriculum. This process pertains to new or modified courses, including changes to course title or course description. This process also pertains to deletions of courses.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

    a. Law School curriculum committee
    b. Law School dean

(S) Approval process for degree requirements and concentrations in the Law School J.D. and L.L.M. curriculum. This process pertains to new or modified requirements for the J.D. or L.L.M. degrees, including the elimination of degree requirements, as well as the creation, modification, or elimination of concentrations.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval.

    a. Law School curriculum committee
    b. Law School faculty
    c. Law School dean

(T) Approval process for Law School certificate programs. This process pertains to new Law School certificate programs, or modifications or elimination of Law School certificate programs.

The following governance bodies will review the proposal in sequence. Once the review is completed at the last step, the proposal will be sent to the board of trustees for approval. Following approval by the board of trustees, the proposal will be sent to ODHE for approval if the certificate requires more than 22 credit hours of coursework. For deleted certificate programs, a teach-out plan is required. Requirements cannot be added to an active catalog because it violates students' catalog rights.

    a. Law School curriculum committee
    b. Law School faculty
    c. Law School dean

(U) Policy Review Cycle. Policy Review Cycle. The provost's office is responsible for this policy. At a minimum, every five years, the provost shall ensure that the policy is reviewed and recommend whether the policy should be reaffirmed without revision, amended, or rescinded. The provost may invite the participation of faculty bodies in such a review. Policies may be reviewed on an earlier timeline depending on necessity and change in law or practice.