



CLAE Procedures for Curricular Proposals

(Adopted May 3, 2003, Reaffirmed April 2011, Revised November 2015, Revised November 2016, Revised September 2023)

All proposed changes to curricula will be reviewed by the CLAE Curriculum and Standards Committee after review and approval by relevant department(s) or program(s). The Curriculum and Standards committee will direct proposals for additional levels of review, as necessary.

- **New courses, substantial changes to existing courses, and changes to existing programs** are reviewed by the CLAE Curriculum and Standards Committee, the Executive Committee of CLAE Shared Governance, and the Dean of the College.¹
- **Non-substantial changes to existing courses** are reviewed by the CLAE Curriculum and Standards Committee only. Non-substantial changes may include changing the course title, catalog course description, program restrictions, prerequisites, etc.
- **New degree programs, new minors, new graduate certificates, and new undergraduate certificates** are reviewed by the CLAE Curriculum and Standards Committee, the Executive Committee of CLAE Shared Governance, the Dean of the College, and the appropriate levels of university shared governance. **See Appendix I.**
- **Substantial changes to degree programs, minors, and certificates** may trigger program review. Substantial changes to programs are changes that have ramifications beyond the program itself and/or impact the functioning and/or decision-making authority of a different school or college. **See Appendix II.**

NOTE: Core Curriculum proposals are submitted to the university's Core Curriculum Committee. Please refer to the [Shared Governance website](#) for details on how to submit a Core Curriculum proposal. *New courses must be approved by the college before they are submitted to the Core Curriculum Committee.*

Review Timeline

Curricular proposals are reviewed on a rolling basis and should be submitted as soon as possible. The CLAE Curriculum and Standards Committee will begin review of complete proposals within

¹ A substantial change to an existing course is one that alters the character of the original course to the extent that the learning outcomes/objectives for the existing course significantly differ from the proposed course. The CLAE Curriculum & Standards Committee may consult with the Executive Committee if they are unable to reach a reasonable consensus about whether a proposed change to a course is substantial.

three weeks during the academic year (August 16 to May 15). The length of the review process will vary depending on the complexity of the proposal and whether additional levels of approval are needed. The review timeline may be affected if a large number of proposals are received during the same window of time.

Note: Proposals must receive final approval before the catalog is frozen for changes to take effect the following academic year. The catalog is closed to edits on February 1st.

*The following recommended deadlines are guidelines and do **not** guarantee approval in time for changes to be reflected in the catalog. Departments are encouraged to submit all curricular proposals as soon as possible.*

Type of Curricular Proposal	Recommended Deadline
Non-substantial change to existing course	December 15 th
New course	December 1 st
Substantial changes to existing course	December 1 st
Non-substantial change to existing program	December 1 st
Substantial change to existing program	Approval process can take a full academic year. Submit ASAP.
New degree program, minor, or certificate	Approval process can take a full academic year. Submit ASAP.

Review Process

1. Proposals and supporting documents must be submitted as attachment(s) or hyperlink(s) to the chair of the CLAE Curriculum and Standards committee. The committee chair is identified on the [CLAE Shared Governance website](#).
2. The committee chair will acknowledge receipt of the proposal and request any missing information or materials from the proposal author. The committee chair will distribute complete proposals to the Curriculum and Standards Committee for review. Additional materials/information may be requested and the proposal author and/or department representatives may be invited to speak with the committee.
3. For non-substantial changes to an existing course, the committee chair will report the committee decision to the Executive Committee of CLAE Shared Governance, the Dean of the College, and the Associate Dean(s) of the College.
4. For all other proposals (substantial changes to existing courses, changes to existing programs, new courses, new degree programs, new minors, new certificates) the committee chair will forward the committee recommendation to the Executive Committee of CLAE Shared Governance. The subsequent review process will follow article 7.3 of the CLAE Shared Governance Constitution. **See Appendix III.**
5. If the Dean accepts the committee recommendation, the Dean will communicate that decision to the committee chair. If the Dean does not to accept the committee recommendation or would like to propose modifications to the recommendation, the Dean is expected to make themselves available to the committee to explain their reasoning.
6. Upon completion of college-level review, the committee chair will notify the proposal author of the outcome.
7. If university-level review is required, the proposal author must coordinate with the Dean's office to submit the proposal to the Shared Governance Clearinghouse subsequent to college-level approval.

Proposal Requirements

1. New degree programs, new minors, new certificates

Proposals should follow university guidelines. **See Appendix I.**

2. Changes to existing degree programs, minors, or certificates

- An executive summary that includes a detailed description and rationale for all proposed change(s) and the proposal author and contact information.
- Documentation of departmental approval.
- For accredited programs, departmental approval should affirm that the proposal is in compliance with accreditation standards.
- The executive summary should indicate whether the proposed change has ramifications beyond the program itself. Substantial changes to existing degree programs, minors, and certificates may trigger program review. **See Appendix II.**

3. Changes to an existing course

- [University of Detroit Mercy New/Revision Course Request Form](#)
- Catalog course description as Word document.
- Documentation of departmental approval.
- An executive summary that includes a detailed description and rationale for all proposed changes and the proposal author and contact information. The executive summary should clearly identify current and proposed course information (e.g. current and proposed catalog course description, current and proposed number of credit hours, current and proposed course number or title, etc.)

4. New course

- [University of Detroit Mercy New/Revision Course Request Form](#)
- Catalog course description as Word document.
- Documentation of departmental approval.
- Complete course syllabus that follows the latest [McNichols Campus Course Syllabus Guidelines](#).
- An executive summary that includes a detailed description and rationale for the proposed course and the proposal author and contact information. The executive summary should include the following:
 - Course number, course title, number of credits, pre-requisites/co-requisites.
 - Minimum qualifications for faculty teaching the course.
 - Additional resource requirements such as equipment, space, and/or staffing, if applicable.
 - Department and programmatic fit of the course, i.e. whether course will be an elective or required course within major, minor, concentration, etc.
 - Indicate whether other courses will be dropped or offered less frequently as a result of this course.
 - Indicate what distinguishes this course from other related courses in other departments.

Appendix I: New Degree Programs, New Minors, New Certificates

Proposals for new degree programs, new minors, and new certificates must follow the university's established [Steps in the Process of Approving a Curricular Proposal](#).

These proposals should be developed using the following university guidelines:

- [Guidelines for New Degree Programs](#)
- [Guidelines for New Minors](#)
- [Guidelines for New Certificates](#)

These proposals must be reviewed and approved at the following levels:

- Department(s)
- CLAE Curriculum & Standards Committee
- Executive Committee of CLAE Shared Governance (*review only*—See Appendix III)
- Dean(s) of academic unit(s)
- Shared Governance Clearinghouse
- Relevant MFA Committee
 - **New degree program:** McNichols Campus Program Review Committee
 - **New minor:** Undergraduate Standards and Enrollment Management Committee
 - **New undergraduate certificate:** Undergraduate Standards and Enrollment Management Committee
 - **New graduate certificate:** Graduate Standards and Enrollment Management Committee
- McNichols Faculty Assembly
- Academic Leadership Team
- Provost and Vice President for Academic Affairs

Appendix II: Substantial Changes to Existing Degree Programs, Minors, Certificates

University Policy: https://udmercy.libguides.com/ld.php?content_id=44169818

Substantial changes to degree programs, minors, or a certificate program must be reviewed by the McNichols Campus Program Review Committee. These changes should be submitted to the Shared Governance Clearinghouse with a request for review by the Program Review Committee.

A “substantial change” in a program refers to a change in curriculum that has ramifications beyond the program itself. Such ramifications might be felt if a program changes its focus or adds a new area of concentration (e.g., if the Psychology Department were to become a Health Psychology Department, it would then compete with the College of Health Professions). Other examples of a substantial change include the move of a program from one college or school to another or a change in a program within a unit which removes that unit's ability to fulfill a necessary element of the Core Curriculum.

Fundamentally, any change that is not reasonably amenable to resolution within a particular academic unit and/or negatively impacts the functioning and/or decision-making authority of a different school or college shall be subject to MFA program review.

When the matter is in doubt, however, the sense of the Assembly is to err on the side of caution and have the appropriate Program Review Committee decide whether or not a change is a substantial change. If the decision is affirmative, the Program Review Committee would proceed with a review of the program in question and send its recommendations forward to the MFA in the normal manner.

Appendix III

Article 7.3: Constitution of CLAE Shared Governance

7.3 Procedures for Recommendations from Curriculum & Standards Committee; Grants & Funds Committee; Faculty Development Committee.

- a. These Committees shall have the authority to make recommendations on matters before them to the Executive Committee of the Assembly. Upon receipt of a recommendation from one of these committees, the Executive Committee shall determine if the recommendation requires the vote of the entire CLAE Faculty Assembly. A recommendation requiring the vote of the entire CLAE Faculty Assembly is expected to be an exception rather than a rule.
- b. If the Executive Committee determines that the recommendation of a committee does not require the vote of the Assembly, it shall review the recommendation in a timely manner following the process and timelines below:
 1. The Executive Committee shall petition the Dean of the need to meet to discuss a recommendation within two calendar weeks of its receipt by the Executive Committee.
 2. The Executive Committee shall have the opportunity to present and discuss its concerns regarding committee recommendations to the Dean at the meeting identified above. Such a meeting may include members of the committee under question and/or the CLAE Associate Dean.
 3. The Dean shall render a decision regarding the recommendation within two calendar weeks of the meeting with the Executive Committee. If a decision other than the one recommended is taken by the Dean, the Dean shall make herself/himself available to the Executive Committee of the Assembly to discuss any disagreements prior to implementation.
 4. While maintaining any necessary confidentiality, the Executive Committee shall inform the CLAE Faculty Assembly of the committee's recommendation and Dean's decision as soon as is possible after completing the above procedures.
- c. If the Executive Committee determines that the recommendation of a committee does require the review and vote of the Assembly, the recommendation shall be reviewed and voted upon in a timely manner following the process and timelines below:
 1. The Executive Committee shall disseminate the committee's recommendation via e-mail to the Assembly within one week of its receipt by the Executive Committee.
 2. Once the committee's recommendation has been disseminated to the Assembly, Assembly members will have two weeks in which to respond. The Executive Committee will also determine within this two week period if a special meeting of the Assembly should be called in order to discuss and vote on the recommendation. If a meeting is not called, an electronic vote on the recommendation will be conducted.
 3. Once the Assembly has voted, the Executive Committee and Dean shall follow 7.3(b) above, including careful consideration of the final vote and opinions of the Assembly regarding the recommendation.