



# CHASS Procedures for Curricular Proposals

## CHASS Curriculum & Standards Committee

### Proposal Submissions

All curricular proposals should be submitted at [this link through Microsoft Forms](#). Proposal requirements are outlined on the proposal form. Proposals for new degree programs, minors, and certificates must follow university guidelines; see Appendix I.

### Review Process

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

	Department or Program	CHASS C&S Committee	Executive Committee	CHASS Dean	University Review
Non-substantial change to existing course	X	X			
Substantial change to existing course <sup>1</sup>	X	X	X	X	
New course	X	X	X	X	
Non-substantial change to an existing program	X	X	X	X	
Substantial change to existing program <sup>2</sup>	X	X	X	X	X
New Degree Program, Minor, or Certificate	X	X	X	X	X
Core Curriculum Proposals	Core Curriculum proposals are submitted to the university's <a href="#">Core Curriculum archivist</a> . New courses must be approved by CHASS before they are submitted to the Core Curriculum Committee.				

<sup>1</sup> A substantial change to a 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. Non-substantial changes may include changes to course title, course description, program restrictions, prerequisites, etc. The Curriculum & Standards Committee may consult with the Executive Committee if unable to reach a reasonable consensus about whether a proposed change to a course is substantial.

<sup>2</sup> A substantial change to a program is a change that has ramifications beyond the program itself and/or impacts the functioning and/or decision-making authority of a different school or college. Substantial program changes may trigger Program Review. See the [university policy on the Shared Governance webpage](#).

## Proposal Requirements

Detailed proposal requirements are included on the [submission form](#).

### 1. Changes to an existing course

- An executive summary that includes all elements outlined on the [submission form](#)
- [University of Detroit Mercy New/Revision Course Request Form](#)
- Catalog course description as Word document
- Documentation of departmental approval

### 2. New course

- An executive summary that includes all elements outlined on the [submission form](#)
- [University of Detroit Mercy New/Revision Course Request Form](#)
- Catalog course description as Word document
- Documentation of departmental approval
- A complete course syllabus that follows McNichols Campus Syllabus Guidelines; the syllabus should indicate how course outcomes will be assessed
- Sample assignments and/or rubrics

### 3. Changes to existing degree programs, minors, or certificates

- An executive summary that includes all elements outlined on the [submission form](#)
- Documentation of departmental approval
- Substantial changes to existing degree programs, minors, and certificates may trigger program review. See the [university policy on the Shared Governance webpage](#).

### 4. New degree programs, new minors, new certificates

- Proposals must follow university guidelines. **See Appendix I.**
- Documentation of departmental approval

## Review Timeline

Curricular proposals are reviewed on a rolling basis and should be submitted as soon as possible. The CHASS Curriculum and Standards Committee will begin review of complete proposals within 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 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 <sup>th</sup>
Substantial changes to existing course	December 1 <sup>st</sup>
New course	December 1 <sup>st</sup>
Non-substantial change to existing program	December 1 <sup>st</sup>
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
Core Curriculum proposal	New courses must be approved before they are submitted for inclusion on the Core Curriculum. Timeline for Core approval varies.

### Proposal Process

1. All curricular proposals and required proposal materials must be submitted at [this link through Microsoft Forms](#). Proposers must use correct file names and formats.
2. Additional materials/information may be requested by committee chairs and the proposal author and/or program representatives may be invited to speak with the committee.
3. For non-substantial changes to an existing course, committee chairs will report the committee decision to the Executive Committee of CHASS Shared Governance, the Dean of the College, and the Associate/Assistant Dean(s) of the College.
4. For all other proposals, committee chairs will forward the committee recommendation to the Executive Committee of CHASS Shared Governance. The subsequent review process will follow article 7.3 of the College's Shared Governance Constitution.
5. If the Dean accepts the committee recommendation, the Dean will communicate that decision to committee chairs. If the Dean does not accept the committee recommendation or would like to propose modifications to the recommendation, the Dean will make themselves available to the committee to explain their reasoning.
6. Upon completion of college-level review, committee chairs 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.

**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)
- CHASS Curriculum & Standards Committee
- Executive Committee of CHASS Shared Governance (review only—see article 7.3 of the college's Shared Governance Constitution.)
- 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