



Academic Curriculum Procedures

1. Procedures to Initiate Undergraduate Curriculum Changes
 - a. Proposals for changing the undergraduate curriculum may start with
 - i. An individual faculty member
 - ii. A group of faculty members
 - iii. The Undergraduate Curriculum Committee
 - iv. An administrator
 - b. A proposal could suggest creating a new course, changing an existing course, abolishing an existing course, changing the graduation requirements for a major, or changing the graduation requirements for all students in the college.
 - c. Proposals shall be submitted to the associate dean for academic programs. If the proposal consists of the creation of a new course, it must include a statement of the purpose of the course and a tentative syllabus for the course. If the proposal calls for the elimination of a course or the modification of the requirements for a major, it must describe the purpose of and justification for the elimination or modification.
 - d. Where the proposal is for a course in a specific major, the associate dean for academic programs shall submit the proposal to the faculty who teach in that major to discuss and vote on the proposal. If the faculty who teach in that major approve the proposal it shall be submitted to the Undergraduate Curriculum Committee. If the committee approves the proposal, it shall be submitted to the full faculty of the college. If the full faculty approves the proposal, it shall be submitted to the University Curriculum Committee for final action.
 - e. Where the proposal affects requirements for all students in the college or is for a course that would be required for or open to all majors or offered by the college to students who are not majors in this college, it shall be submitted directly to the Undergraduate Curriculum Committee. If the committee approves the proposal, it shall be submitted to the full faculty. If approved by the full faculty, it shall be submitted to the University Curriculum Committee for final action
2. Procedures to Initiate Graduate Curriculum Changes
 - a. Proposals for changing the graduate curriculum may start with
 - i. An individual faculty member
 - ii. A group of faculty members
 - iii. The Graduate Program Committee
 - iv. An administrator
 - b. A proposal may suggest creating a new course, changing an existing course, abolishing an existing course, changing the graduation requirements, or creating or changing the requirements for a certificate program.
 - c. Proposals shall be submitted to the associate dean for academic programs. Proposals should include a statement of the reason for the change and, where it involves creating or changing an existing course, a tentative syllabus for the course.
 - d. The associate dean for academic programs shall submit the proposal to the Graduate Program Committee. If the committee approves the change, it shall be submitted to the

full faculty. Proposals to add or change courses are final with faculty approval. If the proposal involves the creation of a certificate program or a degree program, it will require approval from the UNL Academic Planning Committee, the Board of Regents and the Nebraska Coordinating Commission for Post-Secondary Education.

Adoption

The policy was approved by the faculty on March 11, 2022.