JMU
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U N I V E R S I T Y®

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Curriculum Approval Process

Stage 1: Development

This stage fully applies to new degree programs/majors, certificates, and minors, and partly applies to sub areas.

1. A faculty member develops a new idea for a curriculum program. The idea is discussed with the AUH and Dean. New graduate programs must also be discussed with the Graduate School and SPCE (if applicable).
2. With the written approval of the Dean and AUH, the faculty member consults with the Associate Vice Provost for Curriculum (AVPC). Written approval may come via an email message.
3. In collaboration with their Dean and AUH, the faculty member completes the preview forms, budget paperwork, and provides the necessary job advertisements. If the new program includes or implicates courses from other units, then at this step the faculty must also confer with the AUH of the other unit(s).
4. Once the AVPC determines that Step 3 is successfully completed, the AVPC will schedule the Provost's Curriculum Conference (PCC), which includes the Provost, the Dean of the college housing the new program, AUH of the department housing the new program, the Vice Provost for Faculty Affairs and Curriculum, the AVPC, and the Associate Vice President for Academic Resources. For new graduate programs, the Dean of the Graduate will also be present.
   - New Sub Areas do not require a PCC unless they significantly affect another program and/or require significant resources. Graduate Sub Areas typically require a PCC.
   - The Provost may take one of the following steps:
        i. Authorize the new program to proceed to Stage 2;
       ii. Request additional information; or
      iii. Deny further consideration of the new program.

Stage 2: Curriculum and Instruction (C&I) Review

This stage applies to new degree programs/majors, certificates, sub areas, and minors.

1. The faculty member enters the new curriculum program into Curriculog. (Contact curric@jmu.edu for assistance).
2. The originator approves the proposal.
3. The unit(s) C&I committee(s) approve(s) the new program.
4. The AUH(s) approve(s) the new program.
5. The college C&I committee(s) approve(s) the new program.
6. The Dean(s) approve(s) the new program.

7. All faculty have the opportunity to review and weigh in during the two-week university review period.
8. The AVPC and staff, in collaboration with the Registrar's Office, provide a final review to ensure readiness for Stage 3.

Stage 3: University-Level Review

This stage fully applies to new degree programs and certificates, partially applies to minors, and does not apply to sub areas.

1. The Committee on Academic Programs (CAP) reviews and/or approves the new program. New minors are only reported to CAP. Minors and concentrations do not require CAP approval.
2. The Board of Visitors (BOV) approves the new program. The BOV requires a formal presentation. The presentation is typically made by the Dean. This step does not apply to sub areas and minors.

Stage 4: SCHEV Review

This stage fully applies to new degree programs and certificates, but not sub areas and minors.

1. The AVPC consults with SCHEV on the development of the new program proposal.
2. The faculty member completes the SCHEV proposal, including the Program Announcement document and full proposal, in consultation with the AVPC.
3. The AVPC submits the proposal to SCHEV. SCHEV may deny the proposal, request the institution withdraw the proposal, or enter an iterative process of revisions. If the iterative editing process is entered:
   a. Substantive revisions must be made in consultation with the submitted faculty member, AUH and Dean.
   b. Stylistic revisions should be made by the submitting faculty member. In the interest of time and alignment with SCHEV guidelines, the AVPC may make stylistic revisions to the proposal independent of the submitting faculty member, AUH and Dean. Submitting faculty members must make themselves available for collaborative work; otherwise, the proposal may be delayed.
4. SCHEV staff makes a determination on the proposal.
5. If SCHEV staff support the proposal, it is presented to SCHEV Council for approval. Council consideration requires a formal presentation from the SCHEV staff. The Dean of the college that houses the program is present to offer brief comments and the AVPC is present as a resource and liaison.
6. After completion of Step 5 and upon receipt of official notification, units may advertise the program and recruit students.

Stage 5: Catalog Development

This stage applies to new degree programs, certificates, concentrations and minors.

1. The AVPC finalizes the process of adding the new program to the catalog.
2. The catalog is published.
3. Please note that once a program appears in the catalog, units must continue to offer the program unless it is formally discontinued. Units may not unilaterally cease program delivery.

Modifying a Cross-Disciplinary Program

The process applies to existing cross-disciplinary programs. Proposals for new cross-disciplinary programs follow the stages and steps outlined in the Curriculum Approval Process.

1. The Program Director (PD) identifies a needed change.
2. The PD discusses the change with AUHs from all the affected units.
3. The PD enters the change into Curriculog with the assistance of the Curriculog staff. (Staff can be reached at curric@jmu.edu.)
   a. The following approving units must be selected:
      i. The cross-disciplinary program and the PD's academic unit
      ii. All academic units and General Education leadership associated with all courses that are being added, deleted or modified in the current proposal.
   b. If a course is included in the overall program, but not being changed in any way, the corresponding unit does not need to be included as an approver.
   c. The college should only be selected for course prefixes programmed at the college-level (e.g., ARTS, COB, CISE, CSM).
   d. For interdisciplinary programs, the college approvers will automatically populate when the programs are selected.

Additional Curriculum Approval Items

Items Typically Requiring Provost Authorization to Proceed

- Substantial changes to a degree program
- Any proposals that affect General Education as a whole
- Any proposals that require additional resources
- Any proposals that could significantly affect another unit
- With some exceptions, any proposals that require BOV and/or SCHEV approval.

Items Typically Requiring SCHEV Approval

- New degree or certificate programs
- Degree program or certificate deletions
- Substantial changes to a degree program
- Cumulative changes in credit hours to degree programs that exceed 3 credits (Grad) or if credit hours exceed 124 credits (UG).
- Program name changes
- CIP code changes
- Adding a degree designation to an existing degree program (e.g., adding a BS degree to an existing BA degree)