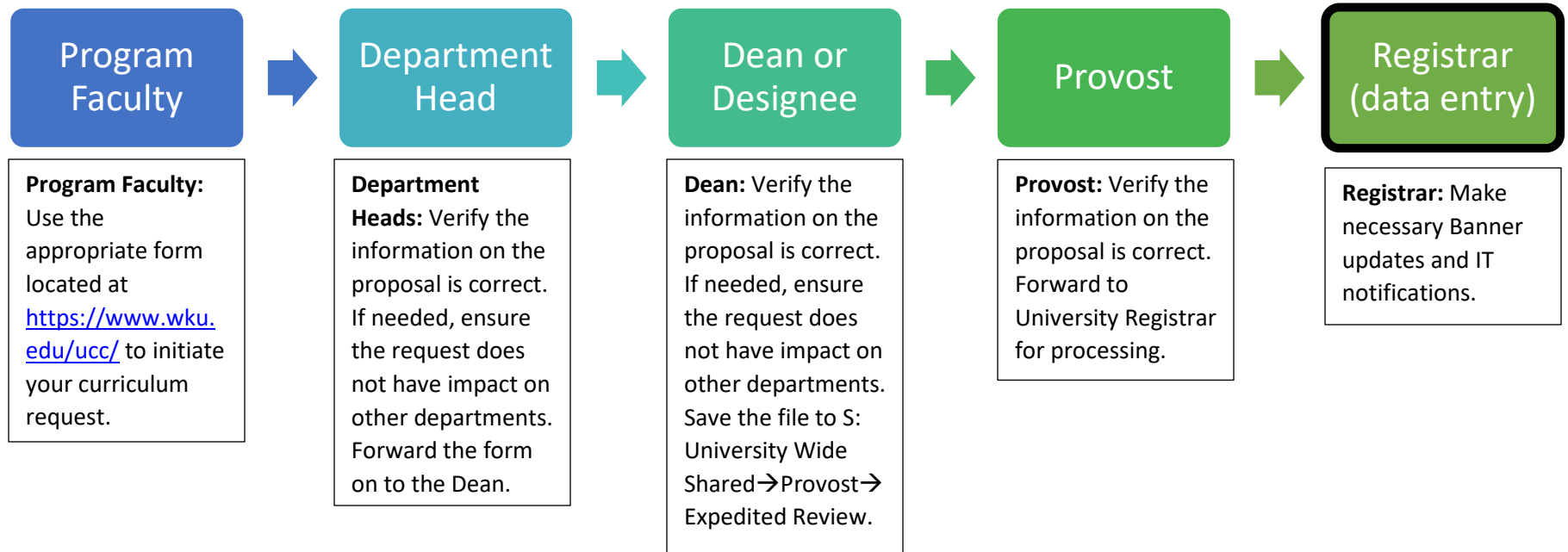


WKU Undergraduate Curriculum Expedited Review Workflow



Curriculum Proposals Eligible for an Expedited Workflow

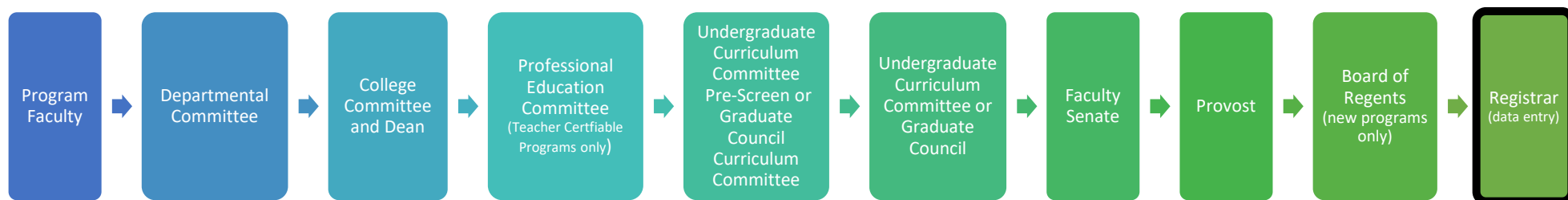
- Program Deletions/Suspensions
- Reactivation of Programs with no impact on other departments
- Course Deletions/Suspensions with no impact on other departments
- Course Prerequisite/Corequisite Changes if no impact on other departments
- Course Prefix Changes
- Course Description Updates (no substantive content changes)
- Number Changes without a level change (i.e., lower-level to lower-level or upper-level to upper-level)

Notes:

“Impact on other departments” is defined as affecting another department’s majors/minors, prerequisites, or corequisites. Temporary courses will follow the established approval process.

WKU Undergraduate Curriculum Full Review Workflow

Please note this workflow does not include the CPE/SACSCOC processes that may be required.



Program Faculty and Department Head: Use the appropriate form located at <https://www.wku.edu/ucc/> to initiate your curriculum request. Also, complete the **new** University Undergraduate Curriculum Proposal Checklist. Department heads must sign the checklist.

Dean: Approve the proposal and approve the **new** University Undergraduate Curriculum Proposal Checklist.

UCC Pre-Screen: Review proposals and return incomplete proposals or those with issues. Meets before UCC agenda is posted.

Graduate Curriculum Committee: Continue with current process

Curriculum Proposals Requiring Full Review

- **New Majors, Minors or Certificate Programs (Majors will require external approvals)**
- **Program Revisions**
- **New Courses**
- **Multiple Changes to a course**
- **Extension of a Temporary Course**
- **Course Title Changes**
- **New Policies**
- **Course Suspensions/Deletions (if impact on other departments)**
- **Course prerequisite/requisite changes (if impact on other departments)**
- **Number Changes (level changes only)**
- **Revised course descriptions (with substantive content change)**
- **Credit Hour Revisions**
- **Establish/Delete Equivalencies**
- **Policy Revisions**
- **Request Exemption for Policies**
- **Course Revisions**

Notes:

New program proposals and program revisions must include a four-year degree plan.

When programs are approved, departmental websites showing curricular information should link to the Undergraduate or Graduate catalog.

Colleges can initiate curriculum changes for programs.

University Undergraduate Curriculum Proposal Checklist

Please complete the following checklist to ensure your proposal will proceed smoothly and efficiently. Include the checklist as a cover sheet with your proposal. Proposals without the checklist will be returned to the proponent.

___ For new or revised programs, courses, or course descriptions, what departments/programs have been consulted concerning potential impact (e.g. to possible duplication or conflict, changed corequisite or prerequisite for equivalent courses, etc.)? Please provide names and dates for individuals consulted.

___ What are the potential budget implications for this proposal? If any additional staffing is required, how will it be funded? If not, how will current staffing accommodate the proposed course/program?

___ If you are proposing a new undergraduate program or changes to an existing undergraduate program, please include a new or updated four-year degree pathway.

___ Has the proposal been checked carefully for mechanics, grammar, syntax, and clarity?

Department Head

Dean or Designee

Date

Date