

## **Curriculum Changes: Procedures for Graduate Division**

### I. Types of Curriculum Changes

#### A. Degree Proposals

1. New degree proposals
2. Changes to existing degrees

#### B. Individual Course Proposals

1. New course proposals
2. Modifications to existing courses
  - a. Change of title
  - b. Change of course number or level
  - c. Change of description
  - d. Change of pre-requisites
  - e. Change of credit hours
3. Deletion of existing course

### II. Outline of approval process:

- A. Faculty member or Division proposes curriculum or course change, addition, or deletion using the Curricular Proposal Tracking Form available on the School of Music web site, [http://www.louisville.edu/music/faculty\\_docs.html](http://www.louisville.edu/music/faculty_docs.html) and sends it to the Graduate Studies Committee. Note: Proposal for a new course must be accompanied by a model syllabus that conforms to the requirements or guidelines as stipulated by the University of Louisville.
- B. If approved after Committee discussion, the Chair of the Graduate Studies Committee signs the form and presents the proposal to the Graduate Faculty of the School of Music for discussion.
- C. If the course is to be offered for undergraduate and graduate credit, the proposal must be forwarded by the Graduate Studies Committee to the Undergraduate Studies Committee for discussion and approval.
- D. If approved, the form is signed and dated by the Associate Dean and forwarded to the Provost's Office for approval.
- E. The Provost's Office forwards the proposal to the Curriculum Committee of the Graduate School for consideration. Once approved the proposal is submitted to the Graduate Council for final vote.
- F. If approved by the Graduate Council, the proposed change is signed by the Graduate Dean.

III. The proposal can be denied at any of the steps outlined above. It may be revised according to suggestions or requirements and sent through the process again.

### IV. Notes:

a. The Curricular Proposal Tracking Form requires that the preparer include the following:

1. a summary of the proposal and rationale;
2. considerations of potential impact on cross-discipline or cross-area;
3. potential positive and negative impacts.

In addition, consideration must be given to any potential for proposed change to

1. affect existing courses or programs, pre-requisites, total credits for degree program or any other program;
2. impact resources, including faculty, equipment, space, supplies, graduate assistant, and library support.

b. Deadlines for final approval of changes usually occur before the end of the first semester of the year preceding the implementation of the proposal.