

University of Louisville

Curriculum Coordination and Authorization Protocol

The “Curriculum Coordination and Authorization Protocol” supports the university’s curriculum process and promotes consistency and compliance with the UofL general education curriculum guidelines; KRS 164.2951: Kentucky General Education Transfer Policy and Statewide Transfer Agreements; and accreditation requirements. The protocol and related forms/information are posted on the provost’s Office of Academic Planning and Accountability (OAPA) website. <http://louisville.edu/oapa/curriculum-and-course-development>

Protocol

Any curricular change or adjustment (undergraduate, graduate or professional) that affects another unit/department’s program curriculum requires consultation with the affected unit to proceed. A curricular change could include adjustments to course offerings (substitutions or deletions), changes to prerequisites and changes in availability (sequencing, suspending or inactivating courses). This protocol would also apply to the coordination of the curriculum linked to dual/joint, accelerated degrees or interdisciplinary programs.

Before submitting a Course Inventory Form (CIF) for approval through the university curriculum process (and preferably when first considering a change to a course), program faculty are to check for curricula overlap or impact on related degree pathways.

Protocol Guidelines

1) Academic Programs considering curricular changes:

Program faculty initiating curricular changes are to evaluate the impact on related programs, cross-listed courses and degree pathways by reviewing the following *curricular impact lists*: 1) [general education courses](#) approved by the General Education Curriculum Committee (GECC), 2) the [Collaborating University Partner’s Coursework](#) and 3) other lists of curricular requirements dictated by discipline-specific or program-level accreditation. The *curricular impact lists* will be amended or revised in support of the protocol review process as needed. These listings and other curriculum-related information can be found at: <http://louisville.edu/oapa/curriculum-and-course-development>

- If the course being changed appears on any of the *curricular impact lists*, the affected unit or program must also sign the CIF before submission to provost’s Office of Academic Planning and Accountability (OAPA) for review and approval. Curricular change impacting the general education program must be approved by the GECC.

2) OAPA oversight for the protocol:

- The Vice Provost for IR, Effectiveness and Analytics in the Office of Academic planning and Accountability will disseminate the procedures and documents related to this protocol to deans and associate deans, who in turn should provide this information to department chairs, and curriculum committees as a component of their regular notifications. Programs needing additional information to evaluate the impact of curriculum changes should contact the vice provost.
- OAPA staff will also cross-check submitted CIFs to identify any course changes affecting multiple programs and notify the affected parties.
- Any curriculum disputes affecting two or more units or programs that cannot be settled at the unit level will be mediated and resolved by the Provost or the Provost’s proxy. See *The Redbook* 3.3.2.
- Additional support to promote efficient and effective methods of curricular coordination will be pursued and incorporated into the oversight process.