

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy number: 2:001	Supersedes Policy Number: III:01:21
Date: August 1, 1986 (Most recent review: September 6, 2001 – no revisions)	Dated: April 25, 1983
Subject: Curricular Change	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved: <p style="text-align: center;">President: Signature of File</p>	

1. Each department shall have a curriculum committee of its choosing to act on curricular matters for the department.
2. Curricular recommendations shall have been approved by the department Chairman in order to be forwarded to the college curriculum committee.
3. Each college, the graduate school, and the Fort Campbell Center shall have a curriculum committee of its own choosing.
4. The Academic Council acts as the University curriculum committee.

I. PROCEDURES

- A. Recommendations for curricular change ordinarily are initiated by a departmental curriculum committee. Faculty members desiring to initiate proposals for curricular change should submit such proposals to their departmental committee. Additionally, the Academic Council, the appropriate dean, the Vice President for Academic Affairs, or the President may make recommendations to departmental committees.
- B. Curricular changes recommended by a departmental committee shall be forwarded to the appropriate college dean for action by the dean or for presentation to the college curriculum committee for action.
- C. College curricular recommendations shall be presented to the dean of the college for action. (The college curriculum committee forwards Proposals involving teacher certification after action to the Council for Teacher Education. Council for Teacher Education forwards its recommendations to the dean of the appropriate college.)

- D. Curricular changes of two kinds shall follow the procedures outlined below:
1. The dean of a college presents to the Academic Council approved program changes (Exception: proposals involving graduate programs go from the dean to the Graduate and Research Council for its action and then to Academic Council.)
 2. Undergraduate course approvals are forwarded from the dean to the college directly to the Vice President for Academic Affairs for action.
 3. Graduate course approvals are acted upon by the Graduate and Research Council upon receipt from the appropriate college dean. Course approved by the Graduate and Research Council is sent to the Vice President for Academic Affairs for action.
 4. Academic Council receives and acts on all program changes after their approval by the appropriate college committee and dean.
 5. Academic Council forwards its recommendation to the Vice President for Academic Affairs for action. Vice Presidential actions are subject to review by the President.
 6. Notification of actions of the several committees and offices shall be sent to the constituency from which the proposal came, and such others as are deemed appropriate.