AHS CURRICULUM CHANGE PROCEDURE  2013

This procedure applies to all AHS programs and degrees.

A. The Individual/Division requesting the curriculum change will:

1. Complete AHS Course Change Form and obtain the signature of the Division Director. The form should be identified by Division, Course Number and date (e.g. CLSC 770 9-18-2013)

2. Upload the signed form on the Sakai site in the Division or program folder.

B. For changes that require approval of the Academic Affairs committee:

1. The Individual/Division requesting the Curriculum Change will send an email (through Sakai) to all Academic Affairs Committee (AAC) members requesting review of the curriculum change(s).

2. ACC Members will review the change request forms on the Sakai site.
   a. Individual AAC members will email their comments or approval to the all ACC members.
   b. If changes are requested, the Individual/Division requesting the Curriculum Change will respond to comments and upload a revised, signed curriculum change form. The date of the file should be changed to reflect the latest version of the form.
   c. Three AAC reviewers outside the Division or program requesting the review must approve the final curriculum change form.
   d. The Individual/Division requesting the Curriculum Change will keep a record of the three emails approving the change.

3. After the AAC approval has been obtained, the Individual/Division requesting the Curriculum Change will notify the Student Services representative and the Chair of the AAC.

4. A copy of signed the curriculum change and a copy of all communications (emails, comments from committee members) will be stored in the Division (scanned or hard copy)

5. The Student Services representative for the Division or program will enter curriculum change information in CRAS.

6. Academic Affairs Committee Chair will approve the curriculum change in CRAS
C. For changes that DO NOT require approval of the Academic Affairs committee:

1. The Individual/Division requesting the Curriculum Change will notify the Student Services representative and the Chair of the Academic Affairs Committee that a signed curriculum change form that does not require AAC approval has been uploaded to the Sakai site.

2. A copy of signed the curriculum change will be stored in the Division (scanned or hard copy).

3. The Student Services representative for the Division or program will enter curriculum change information in CRAS.

4. Academic Affairs Committee Chair will approve the curriculum change in CRAS

Approval of the curriculum committee IS needed for the following changes:

- Course credits
- Course description
- Addition of a new course
- Separating courses into lab and lecture components / or combining courses
- Change in who can take the course - if it does affect students in other Divisions.

Approval of the AHS curriculum committee IS NOT needed for the following changes:

- Course name
- Course number
- Pre-requisites
- Course deletion
- Change in who can take the course - if it does not affect students in other Divisions.