## 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.
- 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:

- 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.