

# Academic Affairs approval flowcharts

## Approval flowcharts for:

New, modified or discontinued courses

New, modified or discontinued majors, minors, certificates, concentrations, options, tracks

Changes requiring external review: new, significantly modified or discontinued programs, certificates

Changes in academic policies and procedures

Program proposals from the Academic Program Review Committee

Changes in the mission, framework, goals or learning outcomes of the General Education program and SCHEV mandated additional learning outcomes

Academic department: Create, rename, merge, split or realign among colleges

College: merge, split or realign departments within

## Key for flowchart elements

Decision making authority



Review & recommend



Informed



Move through



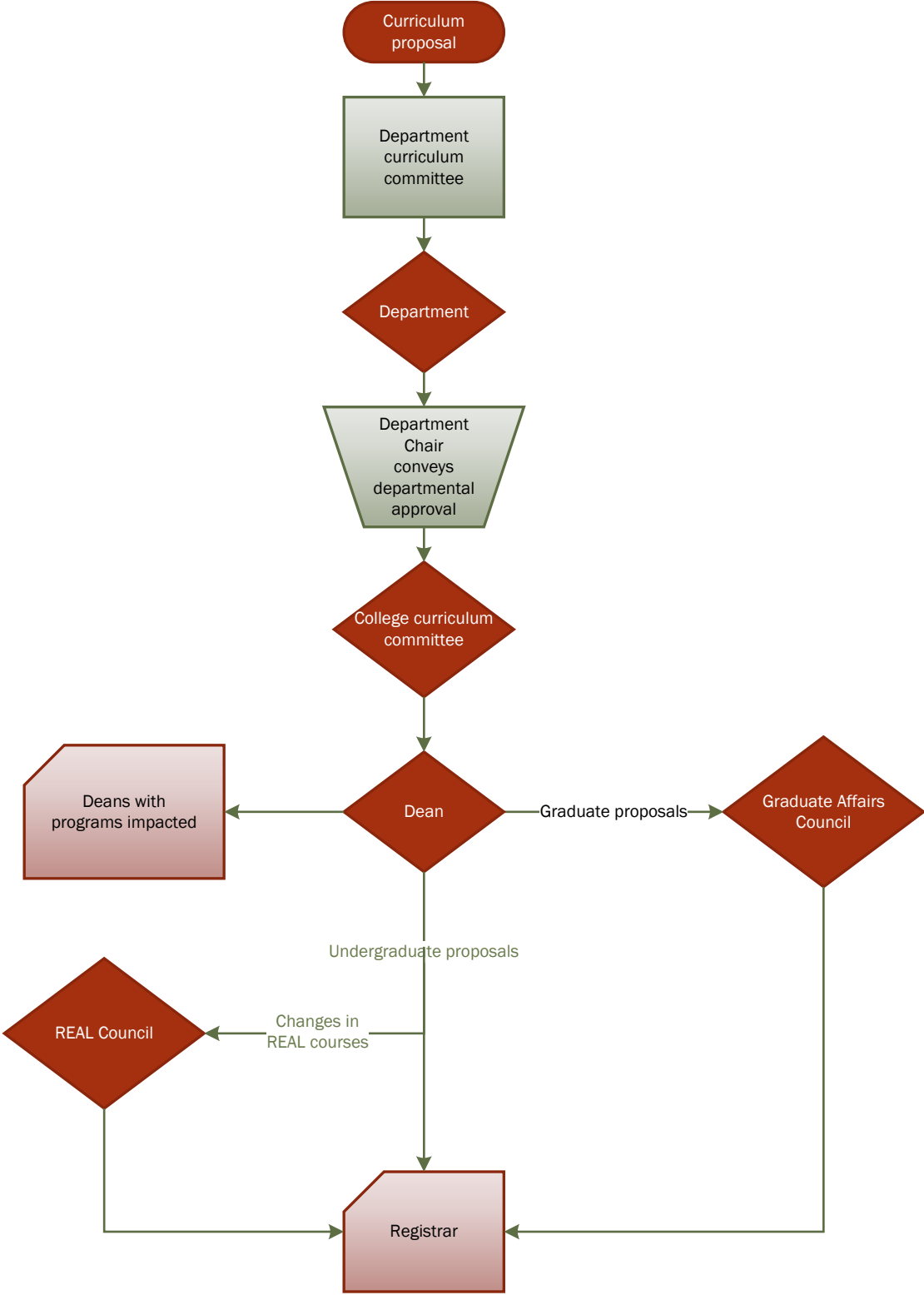
Formal action



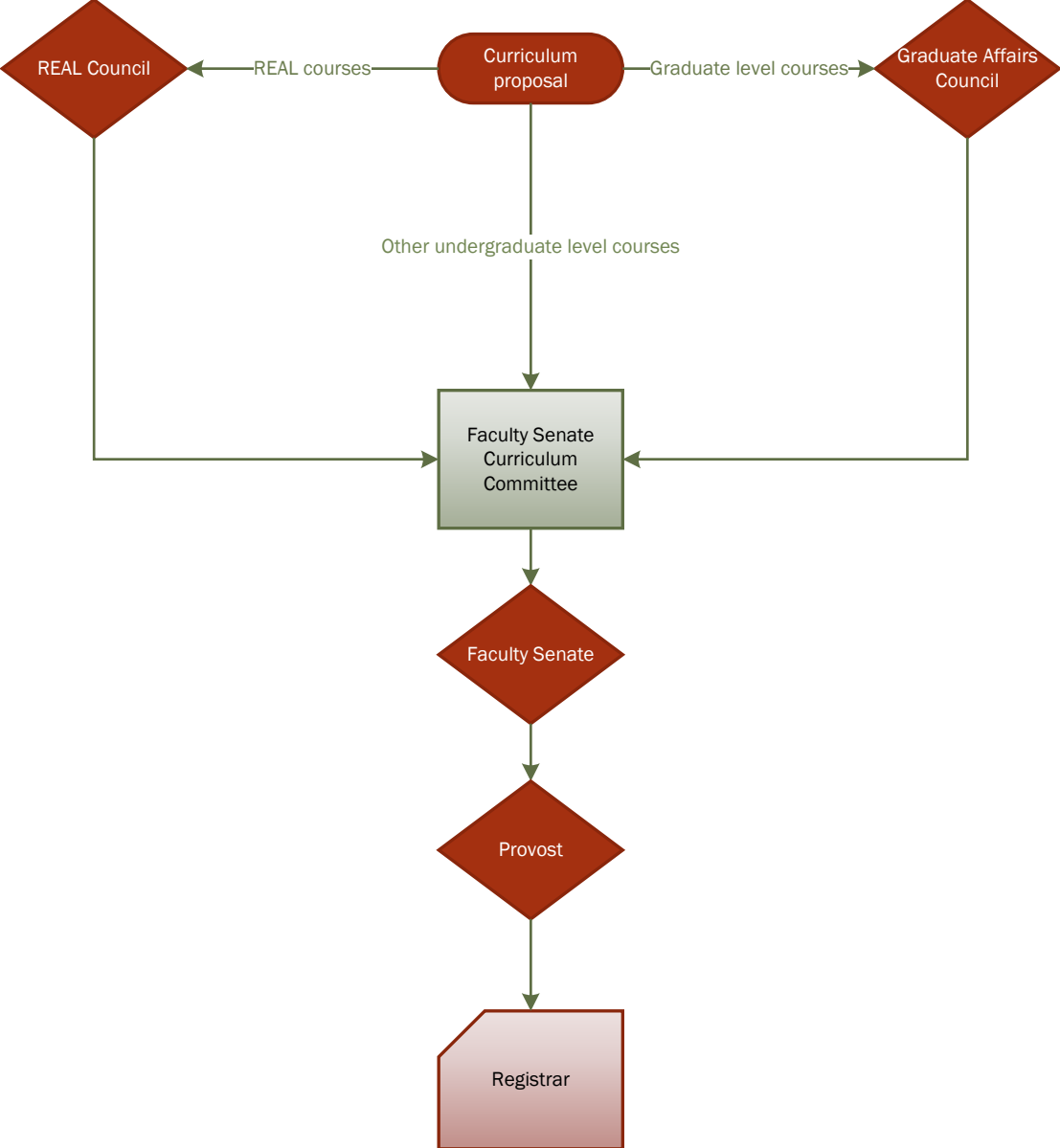
Informal action



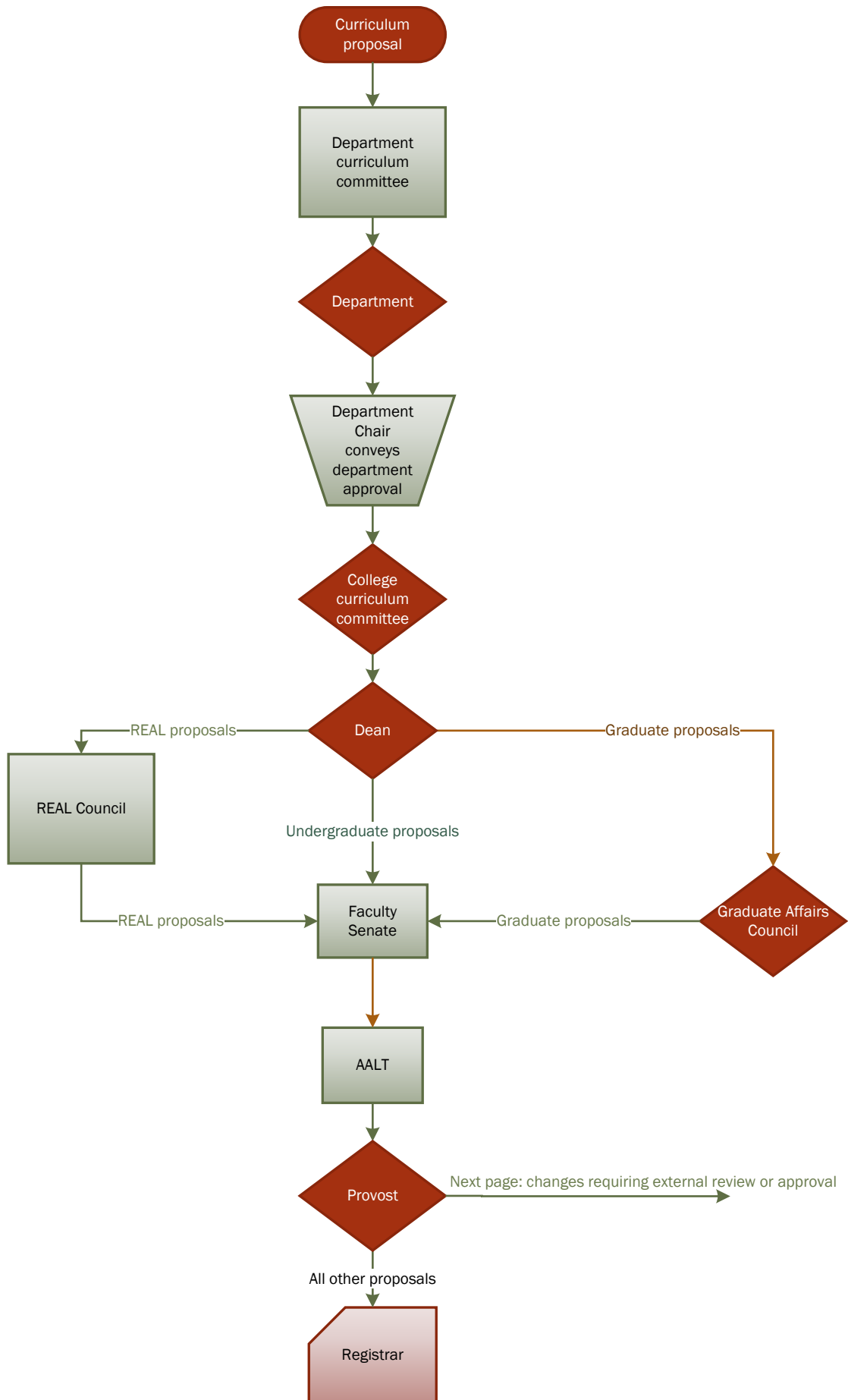
**Curriculum Pathway:** 1. New, modified, or discontinued courses  
2. Program changes (major, minors and certificates) not submitted to SCHEV



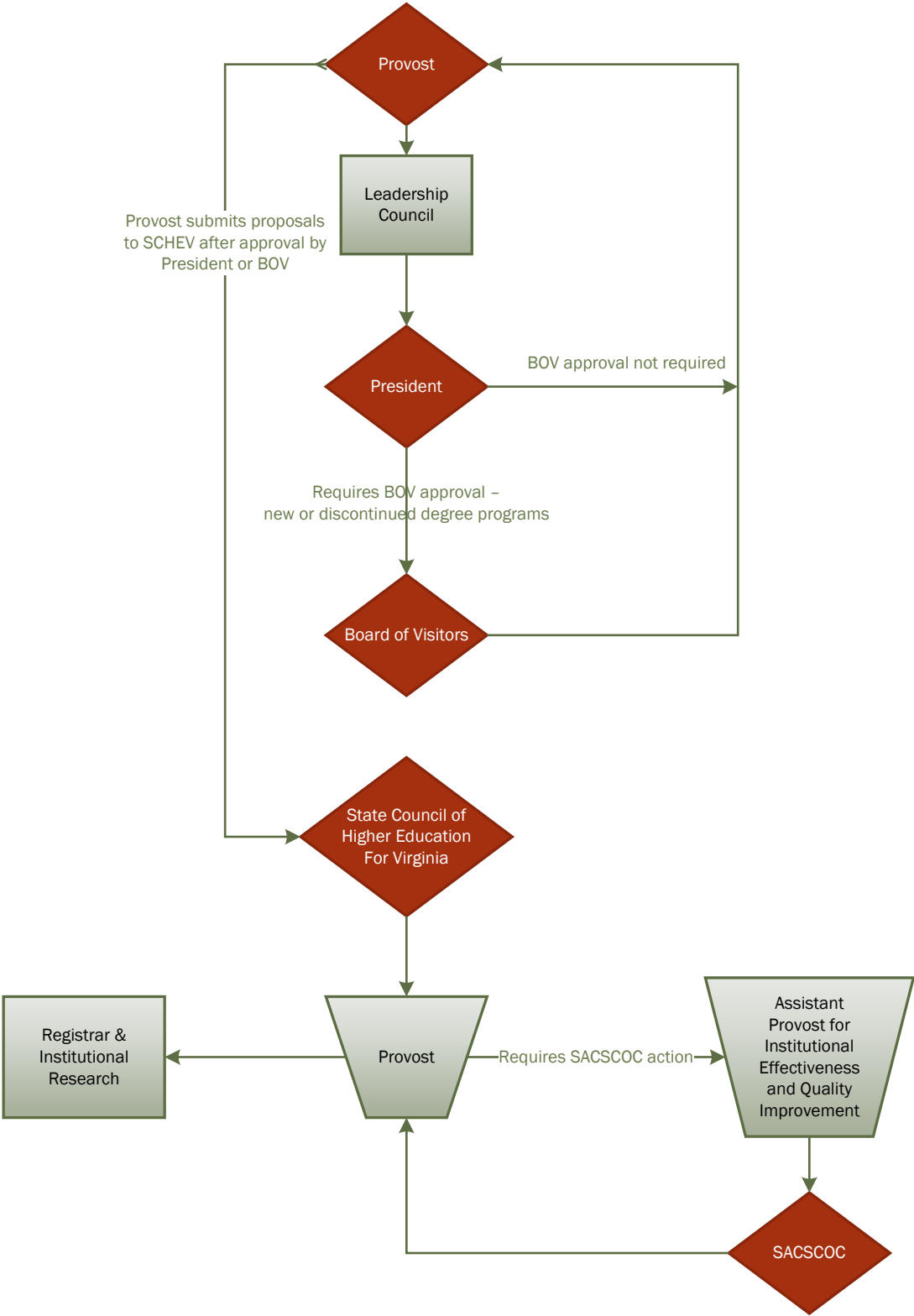
**Curriculum Pathway:** New, modified, or discontinued courses not in a specific discipline, e.g. UNIV 100



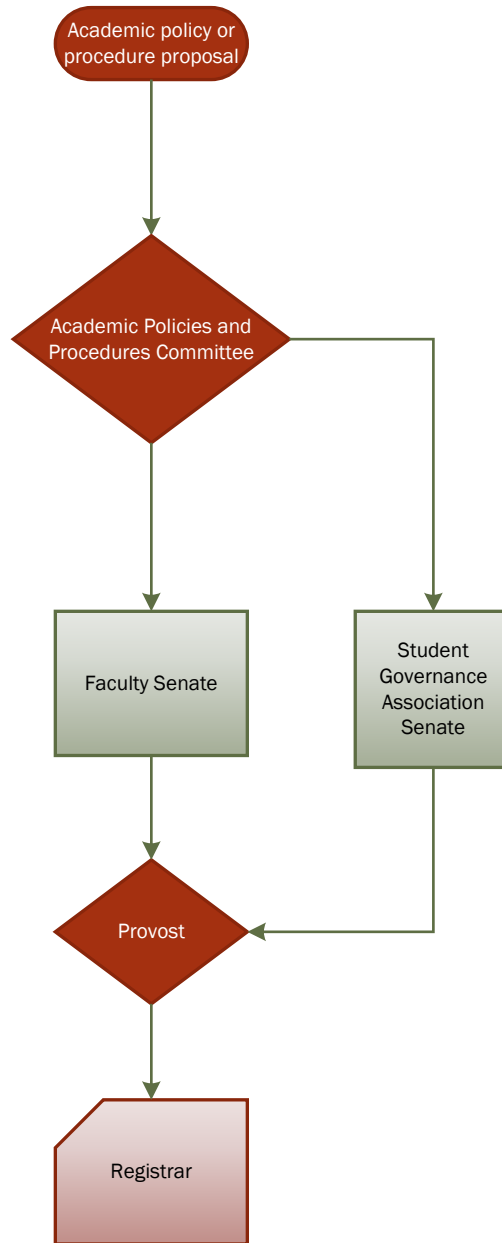
**Curriculum Pathway:** New, modified or discontinued majors, minors, certificates, concentrations, options and/or program changes that must be submitted to REAL and/or SCHEV



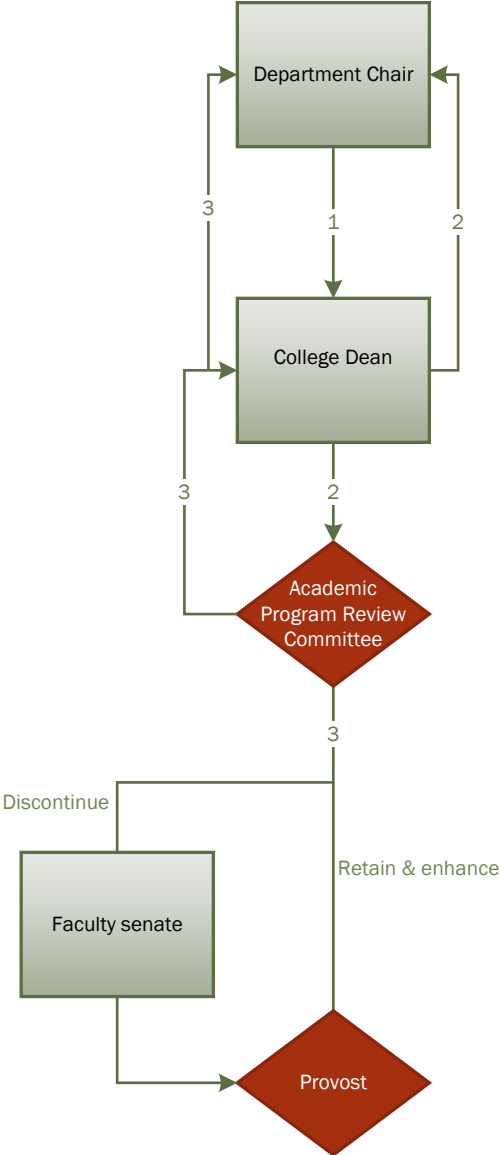
**Curriculum pathways:** addendum for proposals requiring external review or approval per SCHEV and/or SACSCOC requirements



## Academic policies and procedures pathway



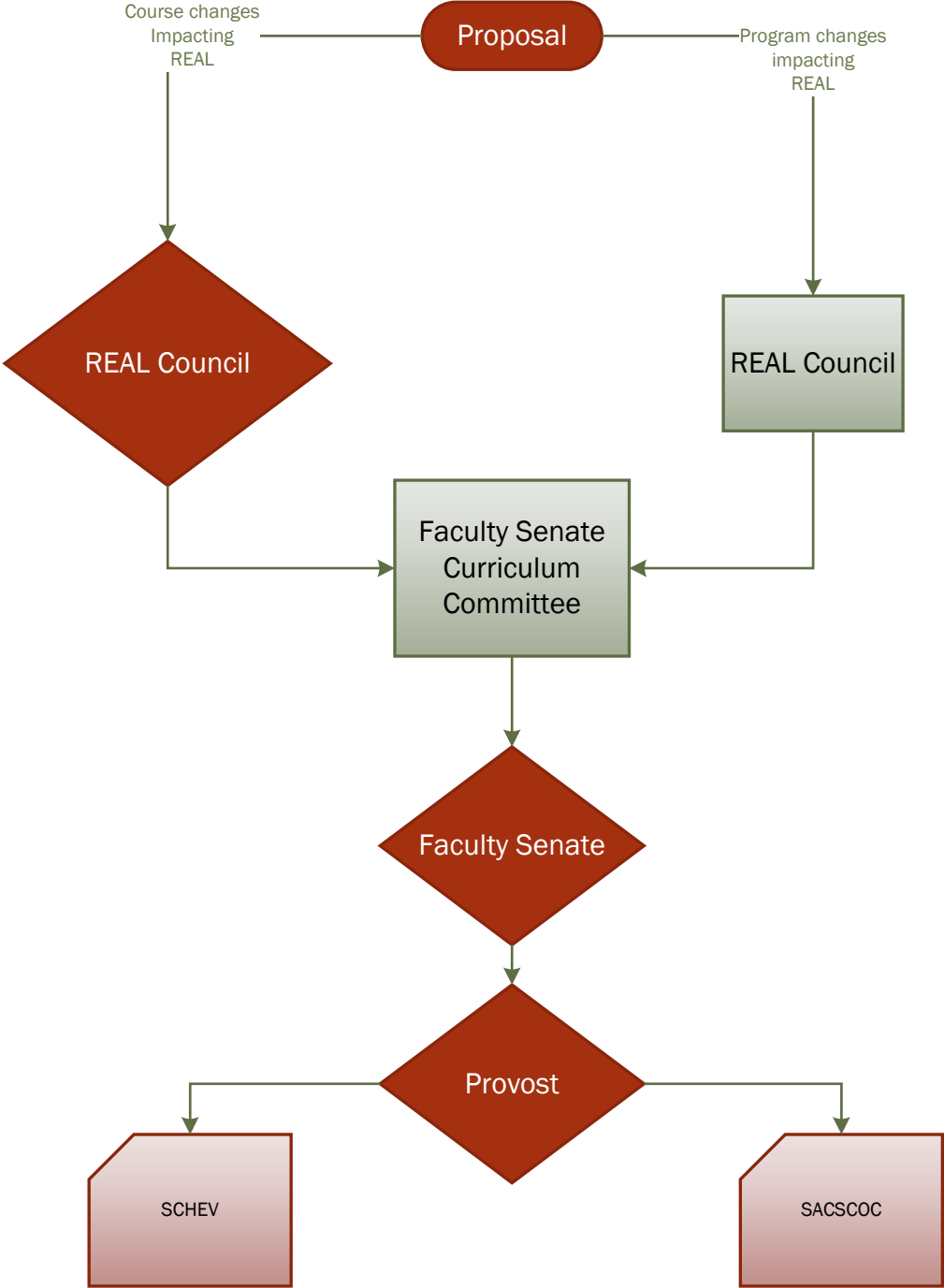
**Academic Program Review:** For proposals initiated via academic program review



1. Department submits reports to the Dean by November 30.
2. Dean reviews reports and submits to APRC by January 31; copy to Department Chair/Director
3. APRC's report sent to Department faculty & Chair, and college dean by March 15. Simultaneously, recommendations to retain/enhance go to the Provost; to discontinue go to the Faculty Senate, for review and comment.

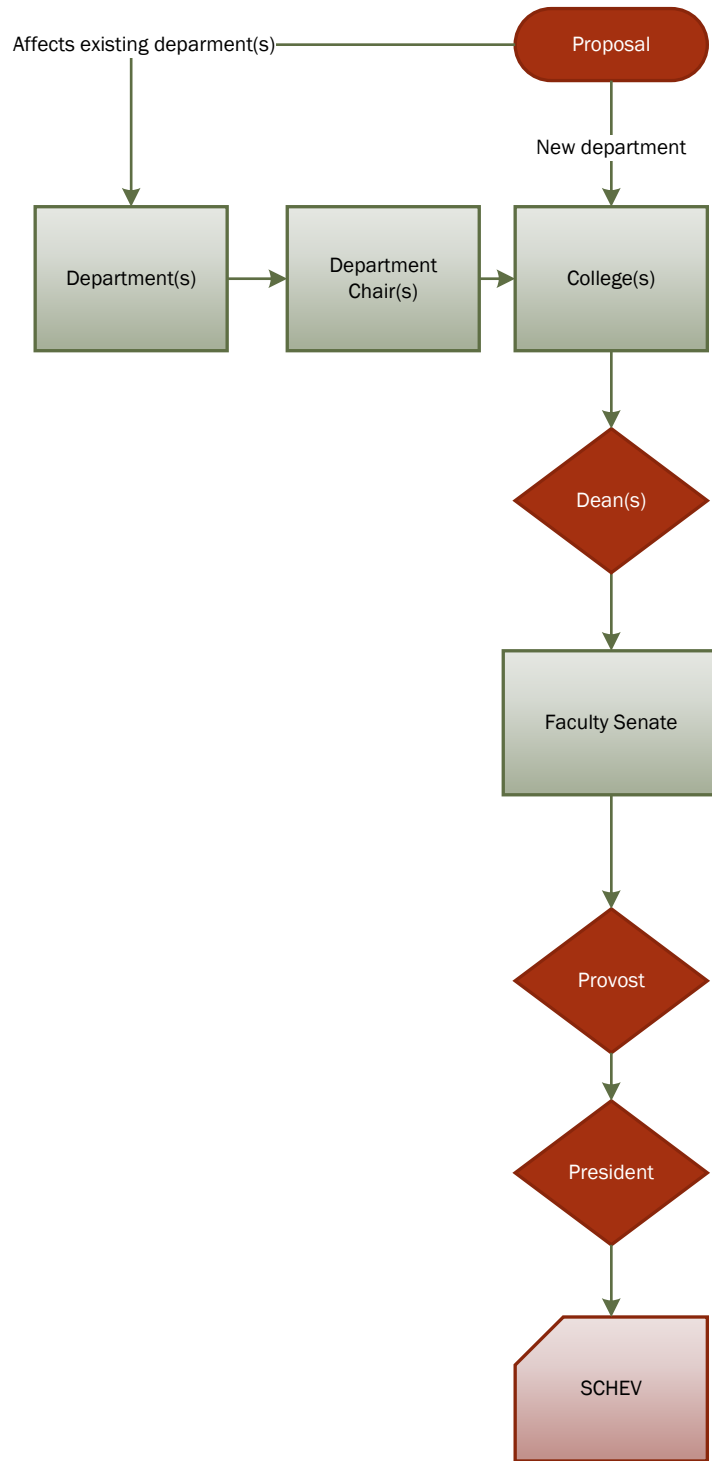
Notes:  
 A) The dean and department chair may submit a written response to the recommendation by April 1st to Faculty Senate (for recommendations of discontinuance) or to the Provost.  
 B) Actions by Provost that require BOV/SCHEV/SACSCOC approval or notification follow paths for those proposals.

**REAL Curriculum Changes:** proposals for changes in mission, framework, goals or learning outcomes, including SCHEV mandated additional learning outcomes





# Academic department: Create, rename, merge, split, department reallignment



**Academic college: create, merge, split, college realignment**

