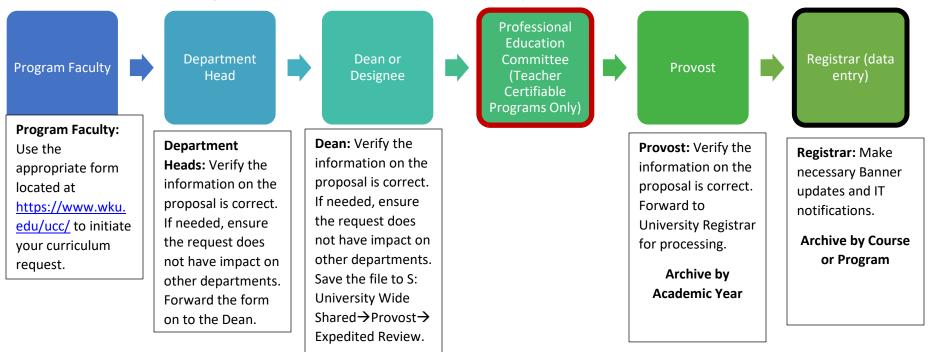
WKU Undergraduate Curriculum Expedited Review Workflow



Curriculum Proposals Eligible for an Expedited Workflow

- Program Deletions/Suspensions
- Reactivation of Programs with no impact on other departments
- Course Deletions/Suspensions with no impact on other departments
- Course Prerequisite/Corequisite Changes if no impact on other departments
- Schedule Type Revisions

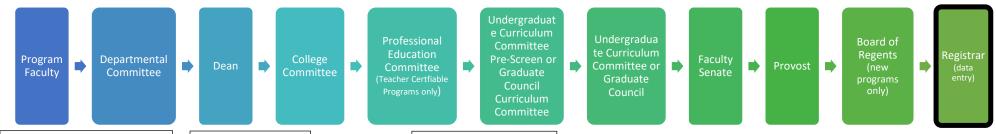
- Course Prefix Changes
- Course Description Updates (Typos Only)
- Number Changes without a level change (i.e., lower-level to lower-level or upper-level to upper-level)
- Non-Substantive Title Changes (addition/removal of Roman Numerals, changing abbreviations, no course description update)
- Repeat Limits (consult the Registrar prior to making the change)

Notes:

"Impact on other departments" is defined as affecting another department's majors/minors, prerequisites, or corequisites. Temporary courses will follow the established approval process.

WKU Undergraduate Curriculum Full Review Workflow

Please note this workflow does not include the CPE/SACSCOC processes that may be required.



Program Faculty and
Department Head: Use the
appropriate form located at
https://www.wku.edu/ucc/ to
initiate your curriculum
request. Also, complete the
new University Undergraduate
Curriculum Proposal Checklist.
Department heads must sign
the checklist.

Dean: Approve the proposal and approve the new University Undergraduate Curriculum Proposal Checklist. (Note: This will be built into the workflow system.)

UCC Pre-Screen: Review proposals and return incomplete proposals or those with issues. Meets before UCC agenda is posted.

Graduate Curriculum Committee: Continue
with current process

Curriculum Proposals Requiring Full Review

- New Majors, Minors or Certificate Programs (Majors will require external approvals)
- Program Revisions
- New Courses
- Multiple Changes to a course
- Extension of a Temporary Course
- Course Title Changes
- New Policies
- Course Suspensions/Deletions (if impact on other departments)
- Student Learning Outcome Updates

- Course prerequisite/corequisite changes (if impact on other departments)
- Number Changes (level changes only)
- Revised course descriptions (with substantive content change)
- Credit Hour Revisions
- Establish/Delete Equivalencies
- Policy Revisions
- Request Exemption for Policies
- Course Revisions

Notes:

New program proposals and program revisions must include a four-year degree plan.

When programs are approved, departmental websites showing curricular information should link to the Undergraduate or Graduate catalog. Colleges can initiate curriculum changes for programs.