

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

CURRICULUM APPROVAL PROCESS

APPROVAL PROCESS

- (1) Department Curriculum Committee (*Enter Department "approval date" on Curriculum Form*)
- (2) CLASS Curriculum Committee (Chair of *Departmental Curriculum Committee* is responsible for submitting paperwork to CLASS cassie.bradley@eku.edu)
- (3) (As Needed) GE Committee; Teacher Education Committee; Graduate Curriculum Committee (*College will submit paperwork to these Committees*)
- (4) CAA (*College will submit paperwork to CAA*)
- (5) (Program Revisions) Faculty Senate; Board of Regents (*Chair of CAA will submit paperwork*)

Paperwork for Course and Program Revisions

- Curriculum Form
- Syllabus (*for new courses and/or substantial course revisions*)
- Program Curriculum Map (*for new courses & program revisions*)

AS NEEDED

- GE Application (*for new GE courses*)
- Memo of Support for new writing intensive courses

GE Courses

- Faculty should discuss course with Garrett Yoder before completing paperwork.
- Faculty should seek help from Jennifer Wies to prepare assessment information.
- GE Application should be submitted with curriculum form

Writing Intensive Courses

- Faculty should discuss course with Sherry Robinson, and obtain Memo of Support before submitting curriculum paperwork to CLASS.

FORMS AND GUIDELINES

<http://class.eku.edu/>