

Butler University
Guide to Curricular Authority and Change
Revised, University Curriculum Committee 11/96

1. Curriculum Authority

The core curriculum and university-wide curricular policies of the University are the responsibility of the full faculty, who make recommendations about these matters to the Provost. College-specific curricular policies are the responsibility of the various colleges and their Deans. In order to make sure that colleges do not make changes in their curricula which inadvertently affect other colleges, all proposed changes to curricula are published before they take event so that affected parties may raise concerns.

2. Overview of the curricular Change Process:

For purposes of this document, curricular changes shall be divided into intracollegiate changes and intercollegiate changes. Intracollegiate changes are changes in courses and programs that are administered by a single college. Intercollegiate changes are changes in courses and programs the responsibility for which is shared by more than one college. Examples of intercollegiate programs are the Honors Program and the Change and Tradition program.

The primary responsibility for review of intracollegiate changes lies with the appropriate college. It is the responsibility of each college to formulate guidelines for their review process. The primary responsibility for review of intercollegiate changes lies with the University Curriculum Committee (UCC).

Curricular proposals are further subdivided into action items and publication items. Action items ultimately require action of the Faculty Assembly for approval. Publication items are approved by the college in the case of intracollegiate program or the UCC in case of intercollegiate programs. Once approved by the appropriate body, publication items are published by the Registrar for faculty and administrative review. If no objections are raised to the publication item within 30 days, the proposed changes becomes final.

The following two sections specify which items which are to be treated as action items and which are to be treated as publication items. Should a question arise concerning whether a curricular change is intracollegiate or intercollegiate, or whether it is an action item or a publication item, that question will be resolved by the UCC.

3. Action Items

The following changes are classified as action items:

1. Changes to the core curriculum – including the addition, deletion, and changes of courses in the core curriculum, as well as changes in the core curriculum requirements ¹
2. University-wide curricular policies

¹ Except for minor changes, as described in section VI of this document

3. Addition or deletion of Degrees
4. Addition or deletion of Majors and Interdisciplinary Majors

Action items may be initiated by any academic unit (e.g., a department, or a college committee). If the changes are intracollegiate, they will be reviewed by the appropriate college's review structure, and forwarded to the UCC for its review. If the changes are intercollegiate, they will be reviewed directly by the UCC. In either case, the UCC then forwards the proposal with a recommendation to the Faculty Assembly Executive Committee for scheduling at the next Faculty Assembly meeting.

5. Publication Items

The following changes are classified as publication items:

1. Changes in degrees – change in name, and changes in general requirements
2. Changes in Majors and Interdisciplinary Majors – changes of required courses in the major, and changes in the number of hours required for the major.
3. Changes in minors – including the addition and deletion of minors, and changes in the courses and the number of hours required in the minor.
4. Changes in Semester Concentrations – including the additions, deletion and changes in requirements.
5. Changes in Courses – including the addition and deletion of courses and changes in the title, credit or description.
6. Changes in international programs – including the addition and deletion of approved institutions for Institute for Study Abroad and the approved list of study-abroad consortium institutions.

Publication items may be initiated by any academic unit (e.g., a department, or a college committee). If the proposal is an intracollegiate one, it is reviewed by college's review structure. Otherwise it is reviewed by the UCC. Once approved by the review structure, the proposal is forwarded to the registrar for publication.

The publication will be sent to the Executive Committee of the Faculty Assembly, the chairs of all college curriculum committees and the UCC, the Council of Deans and each department head/chairman. Publication invites questions and objections for 30 days. If no questions are raised within that period, the published item will become approved on the 31st day, and the Registrar will publish the curriculum change and the next Bulletin and put the change into effect the next semester.

Objections or questions about published changes will be addressed to the Dean of the college which published the proposed change, or the Chair of the UCC for intercollegiate changes. The dean, Chair or his/her designee will consult with the parties to the dispute and attempt to resolve the difficulties. If resolution by this means proves impossible, then the method for final resolution depends upon the type of proposal. If the proposal is an intracollegiate one, and if all parties to the dispute are within that college, then the mechanism of dispute resolution is left to the faculty and Dean of that college. Otherwise, the proposed change will be forwarded to the

UCC and treated as an action item, with the matter ultimately being decided by action of the Faculty Assembly.

If a question or objection to a publication item has been formally raised, the change will not take effect unless and until a final resolution has been reached by one of the mechanisms described above.

6. Minor changes to the Core Curriculum

Minor changes to courses in the core curriculum comprise a special category of curricular changes. Minor changes are defined to be those changes to course which do not affect their content or credit hours (e.g., changes in course number or title). Minor changes to the core curriculum may be initiated by a college and approved by the college curriculum committee. Such changes are then forwarded to the UCC for approval and publication (as described in the previous section). If the UCC feels that the proposed change is not in fact a minor one, it will be treated as an action item.