



I. Title:
Curriculum Development Policy

II. Policy Statement:
The purpose of this policy is to provide a general guideline for course and curriculum development at Alabama State University (ASU).

III. Scope:
Alabama State University is committed to providing high-quality courses and programs to its undergraduate and graduate students based on a rigorous and coherent curriculum. The development of new courses and degree programs is essential to the university's mission to achieve excellence in teaching, research and public service. New instructional courses and programs at ASU must emerge through a comprehensive evaluative process that ensures:

- the integrity of the courses and programs
- the ability of the university to provide and sustain support of resources
- the relevance of the courses to the university's educational mission
- the investment of faculty knowledge and expertise
- the advancement of the university's strategic goals

IV. Effective Date:
This policy is effective upon official approval by the ASU Board of Trustees

V. Audience:
All university faculty including academic and administrative personnel are expected to follow this policy. ASU Faculty, Department Chairs, Associate Deans, Deans, Vice Presidents, Assistant Provost, Associate Provost, Provost, the Accreditation Liaison, and President

VI. Policy Management (Designated Responsibilities and Applicability of Curriculum Guide Policy):

- Responsible Office: Office of the Provost and Vice President for Academic Affairs
- Responsible Executive: Office of the President of the University
- Responsible Officer(s): Provost, ASU Faculty, Academic Deans,

VII. Definitions:

Contact Hour: A contact hour (also referred to as a clock hour) is a unit of measure that represents a minimum of 50 minutes of scheduled instructional activity over a 1 hour period.

Credit: A credit is recognition of attendance and performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree,

diploma, certificate, or other formal award. The amount of credit for instructional activity is assigned in clock/contact hour increments, or credit hours.

Major: That part of a degree program which consists of a specified group of courses in a particular discipline or field. While practices vary among institutions, a baccalaureate program major usually consists of 28 semester hours or more.

Minor: That part of a degree program which consists of a specified group of courses in a particular discipline or field usually constituting a minimum of 18 semester hours.

VIII. Procedures:

The following processes and procedures should be applied when developing new courses and degree programs at ASU:

1. Course and/or program changes must be executed within the prescribed processes as outlined in The Curriculum Guide.
2. The development of new courses and programs requires completion of the Change of Undergraduate Curriculum Form (New Programs/New Degree/ New Program Delivery) or the Change of Graduate Curriculum Form (New Programs/New Degree/ New Program Delivery) as appropriate to the instructional level of the curriculum proposal. In the case of new degree programs, the proposal must demonstrate how the proposed program supports the institutional mission.
3. All new programs are subject to external approval through the policies set forth by the Alabama Commission on Higher Education (www.ache.alabama.gov), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (www.sacscoc.org), the Alabama State Department of Education (www.alsde.edu) and/or other relevant agencies or accrediting bodies. Approval by external agencies and bodies may include, but are not limited to, compliance with substantive change approvals by SACSCOC.
4. Review of new degree programs requires the completion of a budget indicating all costs related to the proposed program and resources to be allocated. Budget information must be included as outlined on the Change of Undergraduate or Graduate Curriculum Forms.
5. No course or program will be implemented until approved by all requisite internal and external approving bodies/agencies. Ultimate internal approval for new degree program implementation rests with the Alabama State University Board of Trustees. The president of the university shall communicate by signature all final approvals to the provost/vice president for Academic Affairs as authorization to initiate approved courses and/or programs and inclusion in academic catalogs and course/program

inventory. All procedures for graduate and undergraduate curriculum and program changes are provided in the Curriculum Development Guide.

This policy and the applicable establishes a comprehensive university-wide process of curriculum review and approval at Alabama State University.

The Curriculum Development Manual was created to implement this policy and provides definitions, course syllabus requirements, procedures and organizational flow diagrams describing the processes that must be followed for successful implementation of any new course or degree program of study. The Curriculum Development Manual ensures that no internal or external steps in the course/program approval process are omitted by clarifying the procedure by which courses and curriculum are altered, added, or deleted.

Document History

Approved by BOT: May 2, 2019