

**APSU Curricular Development and Modification Approval for Courses, Programs and Academic Units**  
**3/15/2021**

Row	Action	Curriculog Form?	Dept. Curriculum Committee	Dept. Chair	College Curriculum Committee	College Dean	General Education Standing Committee	Teacher Education Council (if applicable)	Graduate Academic Council (if applicable)	University Curriculum Committee	Provost	President	Board of Trustees	THEC (if applicable)	SACSCOC (if applicable)
A	New Course	Graduate New Course – Curriculog Form 5  Undergraduate New Course – Curriculog Form 9	✓	✓	✓	✓		✓	✓	✓	✓				
B	Addition of courses to the General Education Core	General Education Course Form – Curriculog Form 18	✓	✓	✓	✓	✓			✓	✓				
C	Change to existing course rubric (prefix), course description, changing from lower division to upper division and upper division to lower division, credit hours, prerequisites and other course modifications*	Graduate Revise Course – Curriculog Form 1  Undergraduate Revise Course – Curriculog Form 11  <i>*Some minor course modifications may not require approval of the University Curriculum Committee. Minor course changes can be approved by an abbreviated process (department curriculum committee, department chair, college curriculum committee, dean, and Provost)</i>	✓	✓	✓	✓		✓	✓	✓	✓				
D	Termination of course	Graduate Delete Course – Curriculog Form 14  Undergraduate Delete Course – Curriculog Form 15	✓	✓	✓	✓		✓	✓	✓	✓				
E	Name change of existing academic major, minor, concentration or other program	Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓				
F	Change (increase or decrease) in the number of hours of an existing academic program. If this change is 25% or more of an UG Program or 33% of a GR Program, it may constitute a SACSCOC Substantive Change.	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓				

Some new programs and program modifications may also require SACSCOC approval, which extends the time for program development.

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G	Modification of program admission, progression and graduation requirements, including any program curriculum requirements	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓				
H	Change or add a program degree designation (such as B.A. to B.F.A.).	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6 Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
I	Extension of an existing academic program to an approved off-campus center or instructional site	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10  (Former wording: “Extend an existing degree program to be delivered 100% at an off-campus location)	✓		✓	✓		✓	✓	✓	✓				

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J	Change of the primary delivery mode for an existing academic program	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10  <i>Former wording: "Conversion of an existing program to a fully on-line program (indicate with or without maintaining the existing ground program).</i>	✓	✓	✓	✓		✓	✓	✓	✓				
K	New degree program (major)	Academic Program Intake – Curriculog Form 2  Letter of Notification – Curriculog Form 7  Graduate New Academic Program – Curriculog Form 4  Undergraduate New Academic Program – Curriculog Form 8	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
L	New certificate program (24 credit hours or less)	Academic Program Intake – Curriculog Form 2  New Graduate Certificate 24 SCH or Less – Curriculog Form 16  New Undergraduate Certificate 24 SCH or Less – Curriculog Form 17	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓

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M	New certificate program (in excess of 24 credit hours)	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
N	New concentration	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓
O	New minor	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓			
P	Inactivation of an existing academic major, minor, concentration or certificate. APSU must submit a Teach-Out plan to SACSCOC before APSU stops accepting applications to the program.	Academic Program Intake – Curriculog Form 2  Graduate Program Modification - Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓				

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Q	Reactivation of an existing academic major, minor, concentration or certificate program that was placed on inactivation within the past 3 years	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓				
R	Termination of minor or concentration (either at the end of the 3-year inactivation period or an immediate termination). Academic Affairs will determine the need to submit a Teach-Out plan to SACSCOC before ceasing accepting applications to the program.	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓			
S	Termination of major or certificate program (certificate program must be greater than 24SCH (either at the end of the 3-year inactivation period or an immediate termination)	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
T	Termination of certificate 24 SCH or less (either at the end of the 3-year inactivation period or an immediate termination)	Academic Program Intake – Curriculog Form 2  Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓

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U	Conversion of existing concentration to a stand-alone major <i>Please ensure the concentration proposed to be elevated meets the below guidelines:</i> <ul style="list-style-type: none"> <li>• Includes a three year rolling average of 15 graduates per year for Undergraduate</li> <li>• Includes a three year rolling average of 5 graduate per year for master degree</li> <li>• Is not part of a major currently under Program Approval Monitoring with THEC</li> </ul>	Academic Program Intake- Curriculog Form 2  Graduate Elevation of Concentration – Curriculog Form 20  Undergraduate Elevation of Concentration – Curriculog Form 19	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
V	Consolidation of two or more existing academic programs into a single academic program. Dept. may need to submit a Program Modification form to terminate one or both of the programs.	Academic Program Intake – Curriculog Form 2 Graduate Program Modification – Curriculog Form 6  Undergraduate Program Modification – Curriculog Form 10	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
W	New academic unit that awards credit (division, college, school or department)	Academic Units form – Curriculog Form 3	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
X	Renaming an academic unit that awards credit (division, college, school or department)	Academic Units form – Curriculog Form 3	✓	✓	✓	✓		✓	✓	✓	✓	✓			

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Y	"Minor" Reorganization of academic units that award credit (such as moving a department from one college to another college)	Academic Units form – Curriculog Form 3	✓	✓	✓	✓		✓	✓	✓	✓	✓			
Z	Significant Reorganization** of academic units that award credit (such as elevating the School of Nursing to the College of Nursing)	Academic Units form – Curriculog Form 3	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	

\*\* Significant reorganization includes one or more of the following criteria:

- Net increase in the number of academic units
- Existing academic unit will be placed at a higher organizational level
- Additional costs incurred (such as adding an additional chairperson or administrative assistant)
- Significant change in the activity of the academic unit with or without a name change.