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## Curriculum Approval Process

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### Stage 1: Development

This stage fully applies to new degree programs/majors, certificates, and minors, and partly applies to sub areas.

1. A faculty member develops a new idea for a curriculum program. The idea is discussed with the AUH and Dean. New graduate programs must also be discussed with the Graduate School and SPCE (if applicable).
2. With the written approval of the Dean and AUH, the faculty member consults with the Associate Vice Provost for Faculty Affairs and Curriculum (AVPFC). Written approval may come in the form of an email message.
3. In collaboration with their Dean and AUH, the faculty member completes the preview forms and budget paperwork. If the new program includes or implicates courses from other units, then at this step the faculty must also confer with the AUH of the other unit(s).
4. Once the AVPFC determines that Step 3 has been completed, the AVPFC will schedule the PLT Preview.
5. PLT reviews the new program. The Dean of the college housing the new program presents the program; the AVPFC attends as a resource. Only the Dean and AVPFC attend the Preview with PLT.
  - New Sub Areas do not require PLT Preview unless they significantly affect another program and/or require significant resources. Graduate Sub Areas typically require PLT Preview.
  - PLT may take one the following steps:
    - i. Authorize the new program to proceed to Stage 2;
    - ii. Request additional information; or
    - iii. Deny further consideration of the new program.

### Stage 2: Curriculum and Instruction (C&I) Review

This stage applies to new degree programs/majors, certificates, sub areas, and minors.

1. The faculty member enters the new curriculum program into Curriculog. (Contact [curric@jmu.edu](mailto:curric@jmu.edu) for assistance).
2. The originator approves the proposal.
3. The unit(s) C&I committee(s) approve(s) the new program.
4. The AUH(s) approve(s) the new program. Where applicable, the General Education Cluster Coordinator must also provide approval.

5. The college C&I committee(s) approve(s) the new program. Where applicable, the General Education C&I chair must also provide approval.
6. The Dean(s) approve(s) the new program. Where applicable, the Senior Associate Vice Provost for Academic Programs and Equity must also provide approval.
7. All faculty have the opportunity to review and weigh in during the two-week university review period.
8. The AVPFC and staff, in collaboration with the Registrar's Office, provide a final review to ensure readiness for Stage 3.

### Stage 3: University-Level Review

This stage fully applies to new degree programs and certificates, partially applies to minors, and does not apply to sub areas.

1. The Committee on Academic Programs (CAP) reviews and/or approves the new program. New minors are only reported to CAP. Minors and concentrations do not require CAP approval.
2. The Board of Visitors (BOV) approves the new program. The BOV requires a formal presentation. This step does not apply to sub areas and minors.

### Stage 4: SCHEV Review

This stage fully applies to new degree programs and certificates, but not sub areas and minors.

1. The AVPFC consults with SCHEV on the development of the new program proposal.
2. The faculty member completes the SCHEV proposal, including the Program Announcement document and full proposal, in consultation with the AVPFC.
3. The AVPFC submits the proposal to SCHEV; SCHEV staff then engages in an iterative process of revisions.
  - a. Substantive revisions must be made in consultation with the submitted faculty member, AUH and Dean.
  - b. Stylistic revisions should be made by the submitting faculty member. In the interest of time, the AVPFC may make stylistic revisions to the proposal independent of the submitting faculty member, AUH, and Dean. This is not preferred, however. Submitting faculty members should make themselves available for collaborative work, otherwise the proposal may be delayed.
4. SCHEV staff supports the proposal.
5. SCHEV Council approves the proposal. Council consideration requires a formal presentation delivered by the SCHEV staff. Pre-identified JMU program representatives are present to speak on behalf of the proposal should questions arise. This typically includes the dean and program director or AUH where the program is housed, with the AVPFC present as a liaison and resource.
6. After completion of Step 5 and upon receipt of official notification of approval, units may advertise the program and recruit students.

### Stage 5: Catalog Development

This stage applies to new degree programs, certificates, concentrations, and minors.

1. The AVPFC finalizes the process of adding the new program to the catalog.
2. The catalog is published.

3. Please note that once a program appears in the catalog, units must continue to offer the program unless it is formally discontinued with SCHEV. Units may not unilaterally cease program delivery.

## Modifying a Cross-Disciplinary Program

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The process applies to existing cross-disciplinary programs. Proposals for new cross-disciplinary programs follow the stages and steps outlined in the Curriculum Approval Process.

1. The Program Director (PD) identifies a needed change.
2. The PD discusses the change with AUHs from all the affected units.
3. The PD enters the change into Curriculog with the assistance of the Curriculog staff. (Staff can be reached at [curric@jmu.edu](mailto:curric@jmu.edu)).
  - a. The following approving units must be selected:
    - i. The cross-disciplinary program and the PD's academic unit.
    - ii. All academic units and General Education clusters associated with all courses that are being added, deleted, or modified in the current proposal.
  - b. If a course is included in the overall program, but not being changed in any way, the corresponding unit does not need to be included as an approver.
  - c. The college should only be selected for course prefixes programmed at the college-level (e.g., ARTS, COB, CISE, CSM).
  - d. For interdisciplinary programs, the college approvers will automatically populate when the programs are selected.

## Additional Curriculum Approval Items

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### Items Typically Requiring PLT Approval

- Substantial changes to a degree program
- Any proposals that affect General Education as a whole
- Any proposals that require additional resources
- Any proposals that could significantly affect another unit
- With some exceptions, any proposals that require BOV and/or SCHEV approval need PLT review

### Items Typically Requiring SCHEV Approval

- New degree or certificate programs
- Degree program or certificate deletions
- Substantial changes to a degree program
- Cumulative changes in credit hours to degree programs that exceed 3 credits (Grad) or if credit hours exceed 124 credits (UG)
- Program name changes
- CIP code changes
- Adding a degree designation to an existing degree program (e.g., adding a BS degree to an existing BA degree)

## Key Windows and Meeting Dates in AY 2022-2023

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### SCHEV Council Submission Windows

New programs:

- September 1
- March 1

Technical changes:

- August
- December
- April

### JMU Board of Visitors (tentative meeting dates)

- September 15-16, 2022
- November 17-18, 2022
- February 9-10, 2023
- April 20-21, 2023

### JMU Committee on Academic Programs (tentative meeting dates)

- September 26, 2022
- October 24, 2022
- November 28, 2022
- January 23, 2023
- February 27, 2023
- March 27, 2023
- April 24, 2023