

## Curriculum Approval Process/ Notification Matrix: Links to forms embedded

Curricular changes require multiple levels of approval to ensure compliance with LC State, State Board of Education (SBOE), and Northwest Commission on Colleges and Universities (NWCCU) policies.

The **3-year Plan** has two components: the internal process and the formal SBOE process.

- **Internal:** Proposed programs will be listed on the internal 3-year plan annually. Proposals will be vetted by the Instructional Deans and the Provost. [Chair submits to Dean; Dean submits to Provost]
- **SBOE:** If approved through the internal process, proposed programs will be submitted to the SBOE 3-year plan. The SBOE approves the 3-year plan in mid-August. The Provost's Office will notify Deans and the Registrar of the approved 3-year plan.

Once the 3-Year Plan is approved by SBOE, proceed with the following steps:

1. **For new programs or program components where no SBOE Proposal is required or when only a Letter to the SBOE is required:**

- Prepare and submit LC Curriculum Approval form.
- Once approved through the LCSC curriculum process, provide Notification Letter information to Provost (CTE Programs: Include Attachment B). The Provost's Office submits final notification letters to the SBOE/ ICTE and provides official approval to the Deans and the Registrar.

2. **For new programs or program components where an SBOE Proposal is required:**

- The Chair prepares and reviews with the Dean, the following materials:
  - ✓ **SBOE Program Cover Sheet/ Summary, Proposal form, and Budget.** Check SBOE web site for appropriate and most current forms. SBOE Policy III.G guides the program approval process.
  - ✓ **ICTE Attachment B**
  - ✓ **NWCCU Change template**
- Upon approval by the Dean, the Chair prepares and submits the LCSC Curriculum Approval form and SBOE, ICTE, and any required NWCCU forms. The Dean sends the SBOE, ICTE, and NWCCU forms to the Provost's Office via email.
- Simultaneously, when appropriate, the Chair of Teacher Education submits materials to the **Professional Standards Commission (PSC)**, with a copy to the relevant Instructional Deans. Send the PSC's letter of approval to the Deans' and Provost's offices.
- Provost's Office submits materials to SBOE once approved by Faculty Senate and PSC. Provost's Office informs Deans of submission.
- Provost's Office submits materials to NWCCU once approved by SBOE. Provost's Office notifies Registrar's and instructional Deans' offices of final approval.

*~ Programs may not be advertised or implemented until all levels of approval have been completed ~*

	3-Year Plans	SBOE	ICTE	NWCCU	LC Curric. Comm	PSC
<b>New Degree</b>	SBOE Internal	Proposal Form Budget	Attachment B	Template (Minor change)	X	For teacher prep degrees
<b>New Program Components</b> (minor, option, emphasis)	Internal	Notification Letter (Provost)	Attachment B		X	
<b>**New Certificate</b>	Internal	Proposal Form or Notification Letter; Budget	Attachment B		X	For teacher prep certificate
<b>Discontinuance</b> (degree, certificate of more than 30 cr)	SBOE Internal	Discontinuance; Teach-out plan		Template (Minor change))	X	Letter
<b>Discontinuance</b> (program component, certif. less than 30 cr)	Internal	Notification Letter (Provost)	Notification Letter (Provost)		X	Letter
<b>Change in delivery mode</b> (change from face-to-face to online- <b>only</b> )	Internal	Proposal Form Budget	Attachment B		X	
<b>Change in delivery mode</b> (add online option, retain face-to-face)	Internal				X	
<b>New Delivery location</b> (outside Regions I and II)	SBOE Internal	Proposal Form Budget	Attachment B	Template (Major change)	X	
<b>Name Change</b> (department, division, degree, minor, certificate)	Internal	Notification Letter (Provost)	Notification Letter (Provost)	Annual Report (Provost)	X	
<b>Change CIP code</b>		Notification Letter (Provost)	Notification Letter (Provost)		X	
<b>CTE Minor Changes</b> (course number, course title, course description, addition to / deletion from degree/ cert, change in course credits)			Letter (sent by Chair or Dean) Attachment B		X	

\*\*Title IV eligible certificates (30 credits or more) in an area closely aligned with existing programs require NWCCU notification; those in new areas require Template (Minor Change).

\*\*New certificate, regardless of the number of credits, which requires development of one or more new courses, must be reported to the SBOE. Check with the Office of the Provost.