



**Policy Title:** AA3004 - Curriculum Development and Revision

**Subject Area:** Academic

**Responsible Official(s):** Executive Vice President and Provost

**Responsible Office(s):** Office of the Provost

## Policy Statement

Development of new academic programs and revisions to existing curriculum are the responsibility of the faculty and require internal approvals by units and the university and sometimes additional approvals by University of Memphis Board of Trustees and the Tennessee Higher Education Commission. This policy provides guidelines for curricular revisions.

## Policy

The undergraduate, graduate, and law school catalogs contain official statements of academic program policy. The [Curricular Procedures](#) webpage describes the steps required to propose and process additions and modifications to university curriculum.

Curricular revisions include changes to existing courses, majors, concentrations, and certificates; changes to undergraduate, graduate, college, and university degree requirements; changes to admission and retention standards, and academic regulations; and the addition of new courses, majors, minors, concentrations, degrees, certificates, and academic units, including schools, departments, centers, bureaus, and institutes.

The Law School develops and publishes its own procedures for actions described in the policy.

## Procedures

### Approval Process

Requests will normally be initiated and approved at the level of the unit (department, school, division) responsible for the administration of the program or requirement. After unit approval (e.g., the department committee) requests are reviewed by the college committee followed by

the college dean. Prior to action by the provost, all undergraduate requests will be reviewed by the University Undergraduate Council (UUC) and graduate requests by the University Council for Graduate Studies (UCGS).

Changes or additions to the university academic curriculum or to academic policies are to be included in the undergraduate and graduate catalogs only after approval in accordance with the actions described on the [Curricular Procedures](#) website.

### **Board of Trustees (BOT) and Tennessee Higher Education Commission (THEC) Approvals**

Actions that require university level approval by the Board of Trustees and the subsequent approval by THEC are located on the [Curricular Procedures](#) website.

### **Role and Composition of Departmental and Curriculum Committees**

Departmental (unit) and college curriculum committees have two major responsibilities:

- To review and act on proposals for new courses; deletion, retention, revisions, and editorial changes to existing courses; proposals for changes to existing programs; and proposals for new programs and associated revisions.
- To periodically review and evaluate the departmental and college programs (degrees, majors, concentrations, and minors) for needed revisions, additions, or deletions.

Curriculum committees at all levels are to be *faculty* committees, though membership is not restricted to faculty. The *composition* of departmental and college committees is left to the discretion of the individual units. Deans may not serve as chair of the college committee.

## **Related Documents and Forms**

[Curricular Procedures](#)

[THEC Program Approval and Academic Policies](#)

**Last Revision Update Log: 06/07/2023**

AA3004 – February 10, 2017

UM1279 – Updated February 10, 2017

UM1279 – Issued: September 15, 2003 - supercedes policy number 1:2B:03:01, 2B:03:01A and 2B:03:01B