

## APPROVALS REQUIRED FOR CURRICULUM CHANGE

	Department	College	CAA	CGS	COTE	President <sup>1</sup>	Board of Trustees	Board of Higher Education <sup>2</sup>
<b>I. Courses<sup>3</sup></b>								
Courses below 4750	X	X	X			X		
Courses 4750-4999	X	X	X	X		X		
Courses 5000+	X	X		X		X		
<b>II. Undergraduate and Graduate Programs<sup>4</sup></b>								
New Major or Degree	X	X	See 4	See 4	See 4	X	Reported	New program request
Revised Major	X	X	See 4	See 4	See 4	X		
Consolidated Majors or Options	X	X	See 4	See 4	See 4	X	Reported	Reported
Reclassified Major <sup>5</sup>	X	X						RME <sup>6</sup>
Change in Degree Designation <sup>7</sup>	X	X	See 4	See 4	See 4	X	Reported	RME
New Option, Concentration, or Minor	X	X	See 4	See 4	See 4	X	Reported	Reported
Revised Option, Concentration, or Minor	X	X	See 4	See 4	See 4	X		
New Certificate Program (in field in which there is an approved degree program)	X	X	See 4	See 4	See 4	X	Reported	Reported
New Certificate Program (in field in which there is not an approved degree program)	X	X	See 4	See 4	See 4	X	Reported	RME
New title	X	X	See 4	See 4	See 4	X		Reported
Eliminated Program	X	X	See 4	See 4	See 4	X		Reported

<sup>1</sup> If the President does not advise to the contrary within ten working days following receipt of the minutes, recommendations contained in the Council minutes are considered approved.

<sup>2</sup> The formats for the presentation of proposals to the Board of Higher Education are available online at <http://www.eiu.edu/~acaffair/>.

<sup>3</sup> These items may be approved by executive action: a). Minor changes in course titles and course descriptions, where course content remains generally the same. (b). Changes in course numbers that do not change the level of the course. (c). Changes in course prerequisites. (d). Catalog changes which merely clarify the Council's intent. (e). Deletion of courses. (f). Changes in course credits. No executive action is permitted concerning General Education Requirements or Graduation Requirements.

<sup>4</sup> Council on Teacher Education approval is required for programs preparing P-12 school personnel; Council on Academic Affairs approval is required for all undergraduate programs except those for which COTE is responsible; Council on Graduate Studies approval is required for graduate programs except those for which COTE is responsible.

<sup>5</sup> A program whose Classification of Instructional Program (CIP) code changes.

<sup>6</sup> RME = Reasonable and Moderate Extension, a streamlined approval process.

<sup>7</sup> E.g., BA to BFA.