



PROPOSED CHANGE IN CURRICULUM FORM

(College/School): _____

Check one of the following:

- Addition of a new course
- Revision of an existing course
- Deletion of an existing course
- Addition of a new program: 1) Complete a Proposed Change in Curriculum Form for the new program; and
2) Attach a list of all course descriptions in the new program (Please label courses as existing or new).
A Proposed Change in Curriculum Form will also need to be completed for each new course in the program as indicated above.
- Deletion of an existing program
- Other: (Specify) _____

Effective Date (if approved): _____

New Course Number: _____ New Title: _____

Old Course Number: _____ Old Title: _____

Proposed change:

Justification for change:

Proposed course description if changed from current catalog. Include justification for credit-level designation – see Catalog Definition of the Credit Hour:

***Course-Level Justification.** If the proposed change involves new courses, or changing the level of courses, provide justification of the proposed levels. University of Mobile’s Course-Level Policy is posted in the Faculty Resources and Orientation Canvas Course site.

Grade type student will receive after completing this course:

Letter

Pass or Fail

Satisfactory or Unsatisfactory

Proposed by (faculty member): _____ Date: _____

Approved by: (dean/chair) _____ Date: _____

Faculty Approval/Input/Consideration? Check one: YES NO Date: _____

If yes, explain how faculty input/consideration was garnered and how it contributed to the proposed change. Include a copy of/link to corresponding minutes or other documentation.

Does this change have a direct impact on any other division? Check one: YES NO

If yes, give the division's involvement in and reaction to this proposal. _____

Does this proposal represent a Substantive Change according to the Southern Association of Colleges & Schools Commission on Colleges?

Check one: YES NO

(See Program Changes section of the SACSCOC Substantive Change Policy at <https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf> . Some common curriculum changes that constitute Substantive Changes include the addition of programs with more than 50% new content, addition of delivery methods to existing programs, removal or re-opening of programs, or offering programs in cooperation with other institutions. If you are not sure, consult with the Office of Academic Affairs.)

This section is intended to assure consideration of a program's PLOs (Program-Level Student Learning Objectives) in curriculum development and revision as well as to monitor the extent and nature of changes relative to SACSCOC Substantive Change qualifications.

Related Program(s):

Level	Effect on Program-Level Student Learning Outcomes or General Education (Core Curriculum) Component	Percent of Program Content Involved	Notes
1. Correction or minor adjustment			
2. Updating or developing the curriculum to assure it is current and robust			
3. Expansion or revision of the program			
4. Substantially changing curriculum			
5. Adding, removing, or combining programs			
6. Other (change in delivery method, consortial agreement, etc.)			

If change is Level 2 or higher, alignment with the associated program PLOs or General Education (Core Curriculum) Component must be addressed.

The Academic Affairs Office maintains Curriculum Change files for programs to track changes cumulatively and by nature to determine when these rise to the level of a substantive change as defined in the current SACSCOC Substantive Change Policy

<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

Does this change involve staffing changes? **Check one:** YES NO or a program leading to licensure? **Check one:** YES NO

Current or Proposed Program Coordinator _____

Assistant Registrar: _____ Date: _____

Associate Vice President for Financial Aid: _____ Date: _____

Vice President for Academic Affairs: _____ Date: _____

Action of Academic Affairs Committee: _____ Date: _____
(Approval/Rejection/Other-Specify)

Action confirmed by: _____ Date: _____
(Secretary for Academic Affairs Committee)

Approved by: _____ Date: _____
(Vice President for Academic Affairs)

Academic Affairs Office Use Only

- Program Coordinator List Updated
- Major List Updated
- P&SS Updated
- EvalKit Hierarchy Updated