Charles R. Drew University
Academic Senate Curricular Changes Review Process

Approval Process (College/School): Department → APEC at college/school level → Dean of college/school → Provost → Registrar for implementation → program director to update the curriculum and monitor the changes.

Approval Process (Academic Senate): Department → APEC at college/school level → Dean of college/school → Academic Senate Program and Assessment Committee → Provost → Registrar for implementation → program director to update the curriculum and monitor the changes.

Request for information: For changes that require approval only at the College/School level, there is a request to inform the chair of the Senate Programs and Assessment Committee as a courtesy (by ccing the chair on the notification email to the Provost and Registrar).

College/School "Approval of Courses"
1. **Renumbering** within lower- or upper-division levels - **(College/School)**
2. Adding or deleting a **concurrent** undergraduate-level or graduate-level designation:
   a) if course is offered within one college/school, review remains within **College/School.**
3. Changing a **course title** - **(College/School)**
4. Changing **course unit credit** [require submission of academic and finance impact]:
   a) if it does not change the number of units in a program, review remains within **College/School**.
6. Adding or deleting a **fieldwork component** to a class - **(College/School)**
7. Changing the number of **in-class hours** for a type of class:
   a) if mandated by accreditor, review remains within **college/school**.
8. Changing **prerequisites**, preparation, requisites, co-requisites, enforced requisites, recommended courses, or restrictions (requires submission of a brief academic impact statement) - **(College/School)**
9. Changing a **course description** (substantial changes require a request for a new course) - **(College/School)**
10. Changing a **grading designation** (e.g., letter grade, passed/not passed) - **(College/School)**
14. Adding or deleting a **departmental multiple listing** with the consent of each participating departmental unit:
   a) if course is offered within one college/school, review remains within **College/School**.
15. Deleting **restrictions** (requires submission of a brief academic impact analysis) - **(College/School)**
16. **Deleting an inactive course** - **(College/School)**
18. Adding new **elective** courses – **(College/School)**

Academic Senate Programs and Assessment Committee "Approval of Courses"
2. Adding or deleting a **concurrent** undergraduate-level or graduate-level designation:
   b) if course is offered across colleges/schools, to be reviewed by the **Academic Senate Programs and Assessment Committee.**
4. Changing **course unit credit** [require submission of academic and finance impact]:
   b) if it does change the number of units in a program, to be reviewed by the **Academic Senate Programs and Assessment Committee**.
5. Changing a **class type** (e.g., lecture, discussion, seminar, fieldwork) - **Academic Senate Programs and Assessment Committee**
7. Changing the number of **in-class hours** for a type of class:
   b) if there is no accreditor mandate, to be reviewed by the **Academic Senate Programs and Assessment Committee**.
11. Changing **repeatability of a course** for credit **-** based on university policy and accreditation requirements, **Academic Senate Programs and Assessment Committee**

12. Changing **from upper-to lower-division level** and vice versa (requires submission of an academic impact analysis) - **Academic Senate Programs and Assessment Committee**
13. Changing from **upper-division level to graduate level** and vice versa - **Academic Senate Programs and Assessment Committee**
14. Adding or deleting a **departmental multiple listing** with the consent of each participating departmental unit:
    b) if course is offered across colleges/schools, to be reviewed by the **Academic Senate Programs and Assessment Committee**.
17. **Deleting a course from the core curriculum** [requires submission of a brief academic impact analysis] - **Academic Senate Programs and Assessment Committee**
18. Adding new **required** courses - **Academic Senate Programs and Assessment Committee**
19. Adding new programs - **Academic Senate Programs and Assessment Committee**
20. Changes in Program Student Learning Objectives (PSLOs) - **Academic Senate Programs and Assessment Committee**