

University of Central Arkansas
Curriculum Development Process Guide

The purpose of the Curriculum Development Process Guide (CDPG) is to place in one location information concerning the processes for course and program formation and change at the University of

1. CDPG Document History

2. CDPG Table of Required Forms [updated 2018-02-25]

Curriculum Forms may be downloaded from the [CDPG For](#)

Process	Form(s)
Information Items	
Change course title	U2-I, G2-I
Add/remove elective courses if total SCH unchanged and the change does not affect another department	U2-I, G2-I
Change course prerequisites or registration restrictions for major, minor, degree, certificate if total SCH is unchanged and the change does not affect another department	U2-I, G2-I
Remove course(s) from the UBulletin or GBulletin when total SCH is unchanged and when the removal does not affect another department	U2-I, G2-I
Reinstate courses inactive for less than five years	U2-I, G2-I
Nonsubstantive editorial change of course description(s)	U2-I, G2-I
Any curriculum change information item that affects Student Financial Aid	Attachment C (with appropriate form)
Mixed Action and Information	
Conversion of existing course or program to online/hybrid	U2-O, G2-O
Deletion of a program (degree, certificate, program option, minor) (†)	U3-D, G3-D
Table Updated 2018-02-25	

Course offerings will be reviewed periodically by the Director of the UCA Core, the Associate Provost for Academic Success, and the Dean of the Graduate School. For courses which have not been offered during the previous five years, department chairs will be asked to provide justification for continuation or to request deletion.

Undergraduate Council recommends the proposal, it is forwarded to the Council of Deans. If it is not recommended, the proposal is returned to the proposer.

4. If the proposal affects the graduate curriculum but does not affect the teacher education program, it is forwarded directly to the Graduate Council. If the Graduate Council recommends the proposal, it is forwarded to the Council of Deans. If it is not recommended, the proposal is returned to the sender.
5. If the proposal affects both the undergraduate and the graduate curricula (e.g., a proposal for a double-listed course –

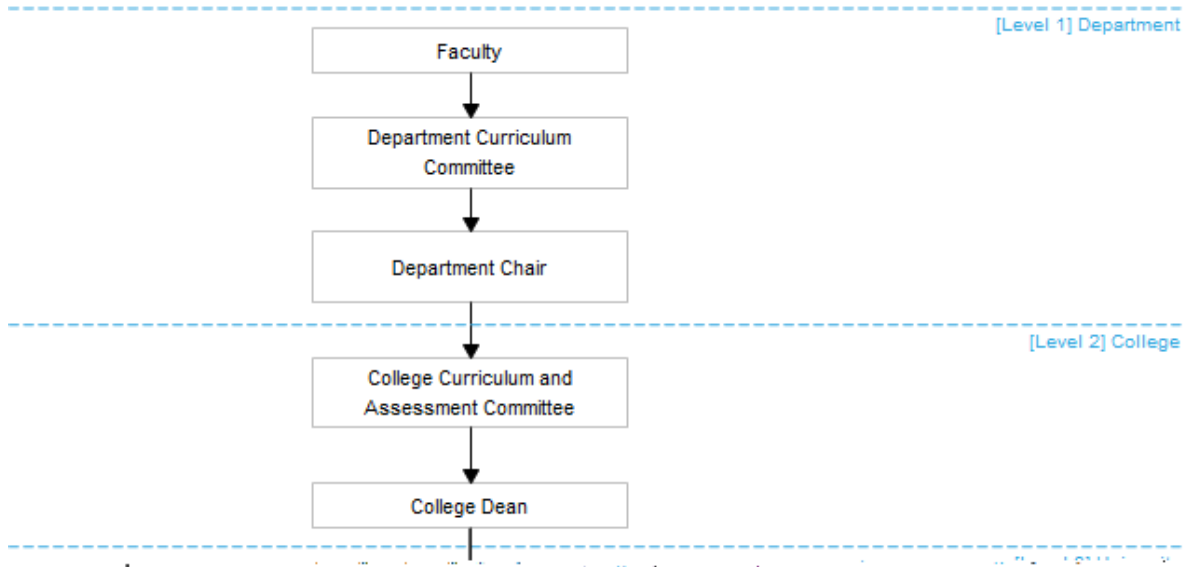


Figure 1: Curriculum Change Processes

4. CDPG Program Proposal Processes

For a chart of the curriculum process for program proposals, see Figure 2. Contact the Associate Provost for Academic Success or the Dean of the Graduate School before initiating new program proposals. All new program proposals follow the process outlined below. Internally, Curriculum Form U3 or G3 is used for new program proposals, including new options within existing programs; new programs by “reconfiguration”; new undergraduate, graduate, or post-master’s certificate programs; and new undergraduate minors. Curriculum Form U2-A or G2-A is used for a program name change (check the “Other” category). Curriculum Form U3-D or G3-D is used for deletion of a program.

An ADHE form must accompany most program proposals. ADHE forms may be downloaded from this site’s [CDPG Forms](#) page; select the ADHE Forms tab.

- ❑ For new degree programs, use ADHE Form P-1: Program Proposal template and the P-1: Program Proposal Instructions document.
- ❑ For a new program by “reconfiguration” of an existing program, use ADHE Form LON-11: Reconfiguration of Existing Degree Programs.
- ❑ For a new option within an existing degree program or for a minor program, use ADHE Form LON-3: New Option, Concentration, Emphasis, or Minor.
- ❑ For a new graduate certificate or post-master’s certificate program, use ADHE Form LON-10: Graduate Certificate Program.
- ❑ For changing the name of a program, use ADHE Form LON-1.
- ❑ For a program deletion, use ADHE Form LON-5: Deletion.

If in doubt about which form(s) to use, email the [Associate Provost for Academic Success](#).

Assessment Planning. Developing any new degree program, new degree program by “reconfiguration,” or new certificate program must include assessment planning. Initial assessment review is documented by Curriculum Attachment D, which requires consultation between the Assistant Provost for Academic Assessment and General Education and the proposers of the program.

Level 1

A program proposal is prepared, typically by one or more faculty members, and brought before the department. The proposer(s) request an assessment planning consultation with the Assistant Provost for Academic Assessment and General Education. Following that consultation and completion of Curriculum Attachment D, the department curriculum committee reviews the proposal.

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5. CDPG Curriculum Forms

UCA curriculum forms are included as an attachment to this document. To download individual forms, go to <https://uca.edu/panda/curriculum-development-process-guide/cdpg-forms/>.

6. CDPG Frequently Asked Questions

See <https://uca.edu/panda/curriculum-development-process-guide/cdpg-faq/>.

7. Course Approved for Distance Education or Hybrid Delivery

A regularly updated list of courses approved through the curriculum process for online or hybrid delivery is maintained at <https://uca.edu/panda/curriculum-development-process-guide/de-hy-approved-courses/>.