College of Education
Continuous Improvement Steps for Curricular Changes

Appendix A shows the UA Curricular Changes that go through the Office of Institutional Effectiveness (OIE). If you have a curricular change that is listed on the Appendix A chart, follow these 10 steps below for the changes. See Appendix B for the COE Intent to Pursue Program Change Form

Step 1. The **COE Intent to Pursue Program Change Form** will be sent to the person coordinating the curriculum change for it to be completed and returned to Dr. Blair Alexander. See Appendix B for form or consult with Dr. Alexander.

Step 2: Administrative Council - The **COE Intent to Pursue Program Change Form** will be sent for approval. Upon approval by the Administrative Council, the form will be sent to the Department Chair and author of the proposal.

Step 3: Academic Issues Council - The department will send the curriculum change proposal to AIC. AIC Representative(s) will take the proposal back to their respective department(s) for discussion. After department discussion, any feedback will be returned to AIC.

Step 4: Leadership Council - Upon AIC approval the curriculum change proposal will be sent to the Department Chair. Additionally, the AIC will send the curriculum change proposal and its recommendation to the Leadership Council.

Step 5: Senior Associate Dean and Coordinator for Continuous Improvement - The Leadership Council will discuss and send comments and recommendations to the Senior Associate Dean and/or Coordinator for Continuous Improvement, who will then send the comments and recommendations to the Department Chair and faculty member(s) initiating the curriculum change.

Step 6: Program Coordinator/Department - The Department Chair will address comments and recommendations from AIC and LC and return a revised curriculum change proposal to the Coordinator for Continuous Improvement.

Step 7: CIM - The Coordinator for Continuous Improvement will enter the curriculum change in CIM and monitor its progress.

Step 8: UG/GR Council - Will be submitted to UG/GR Council by OIE.

Step 9: Board of Trustees - Will be submitted to Board of Trustees by OIE.

Step 10: ACHE/SACSCOC - Depending on the type of program change, ACHE and/or SACSCOC approval may be required. OIE will submit.

Appendix A

OIE Curricular Changes and Timeline

Curricular Changes Requiring Review and Approval/Notification	Board of Trustees	ACHE	SACSCOC*
1 = Approval; 2 = Notification (Information Item); 3 = Prospectus or Modified Prospectus; 4 = Notification and Agreement; 5 = Approval and Teach Out Plan			
ACADEMIC DEGREE PROGRAMS			
New Academic Degree Program (major) Repackaging existing courses; no new content (or less than 25% new content)	1	1	
25%-49% new content	1	1	2
50% or more new content	1	1	1, 3
Significant departure from current programs	1	1	1, 3
Program Length Credit hours increase/decrease by 25% or more <u>AND</u> expected time to completion changes by more than one term	1	1	3
New Concentration, Track, Emphasis, Focus, Specialization, Option, etc. Group of courses within an approved academic degree program	2	2	
New Teacher Certification Program		2	
Academic Degree Program Merger or Consolidation Requires deletion of existing program and proposing new program	1	1	
Deletion of Academic Degree Program or Undergraduate/Graduate Certificate For SACSCOC, may re-open within five years with notification	2	2	5
Deletion of a Delivery Method Closing main campus or online delivery method of a degree program or undergraduate/graduate certificate			5
Placement of a Program on Inactive Status Must return to active status within five years or it will automatically be removed from ACHE Academic Program Inventory	2	2	

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Name Change
    Academic Degree Program (major)
        Includes only name change or name change with curricular changes - Only allowed if more than 5 years since last change, require deletion of existing program (teach out) and new program proposal
	1 or 2	1 or 2	5

Undergraduate/Graduate Certificate Only allowed if more than 5 years since last change; requires deletion of existing program (teach out) and proposing a new one	1 or 2	2	5
Concentration Only allowed if more than 5 years since last change; requires deletion of existing concentration (teach out) and proposing a new one	2	2	
Minor Only allowed if more than 5 years since last change; requires deletion of existing minor and proposing a new one	Internal process only		
Degree Nomenclature Change (e.g., MA to MS)	2	2	
Degree Nomenclature Change – Doctoral Level (e.g., EdD to PhD)	1	1	
CIP Code Change	2	2	
New Dual Major Program	Internal process only		
New Dual Academic Degree Program (within UA)	2	2	
New Dual Academic Degree Program Sponsored by two institutions; two separate degrees awarded	2	2	4*
New Undergraduate or Graduate Certificate Program	1 or 2	2	
New Undergraduate or Graduate Certificate Program Significant departure from current programs	1 or 2	2	1, 3
Change in Delivery Method 50% or more of the academic degree program is offered in a different method, e.g., a campus-only program will be offered online			2

Appendix B

Intent to Pursue Program Change

COE Document

Intent to Pursue Program Change

Directions: Prior to pursuing a program change, the department head will submit this form to Dr. Joy Burnham or Dr. Blair Alexander for presentation to the Administrative Council. Check the box that applies.

☐   New Academic Degree Program

☐   New Concentration, Track, Emphasis, Focus, Specialization, Option, etc.

☐   New Undergraduate or Graduate Certificate Program

☐   New Minor

☐   Program Alterations (Program Title, CIP Code) Specify:_____

☐   Degree Nomenclature Change (e.g., MA to MS, or PhD to EdD)

☐   Change in Delivery Method

☐   Academic Degree Program Merger or Consolidation

☐   Intent to Close Program or Place on Inactive Status

Provide a description of the proposed change including the rationale for change:

College of Education Course Change Process

There are two course change options offered below. Each has steps that are required to move your request forward. Please consult with Anna Bigham if you have questions.

New Course Proposal

Step One: Changes or additions to courses should begin with the Department. Once approval/support has been voted upon, the changes or additions are sent to the Academic Issues Committee (AIC).

Step Two: Upon Approval, the Department Chair will prepare and send all appropriate documents to the AIC for consideration.

Step Three: AIC Representatives will take the proposed changes back to the department for discussion. After the department discussion, any feedback will be returned to AIC.

Step Four: Departments will return documents to AIC with their recommendation. The AIC will send the course change proposal and its recommendation to the Leadership Council.

Step Five: The Leadership Council will discuss and send comments and recommendations to the Senior Associate Dean, who will then send the comments and recommendations to the Department Chair initiating the curriculum change.

Step Six: Upon Approval the curriculum change will be entered into CIM.

Course Updates

Step One: When editing or creating a new course section, you must collect all the following:

Course Code, Course Number, Course Section, Credits, Instructor, Meeting Pattern, Part of Term, Campus Code, Instructional Method, Max Enrollment, Wait Cap, and section notes.

For example, (EDU 200-320 1 credit T 5pm-8pm Full Term MA Face to Face 50 enrollment 10 wait cap "ed students only")

Step Two: Submit changes to the Department Head for approval.

Step Three: Department Head will send changes to Anna Bigham upon approval.

Step Four: Anna will submit the changes in CLSS.

Edit Section – EDU 200-320: Orient to Teacher Education (CRN: 40833; CLSS ID: 824)

Section Information

Title/Topic	Orient to Teacher Education (Default Valu ▾)		Part of Term	Full Term (8/20/25 to 12/5/25) ▾
Section #	320		Campus	Main Campus (Tuscaloosa) ▾
Credit Hrs	1		Inst. Method	Face-to-Face ▾
Status	Active ▾		Integ. Partner	Blackboard Learn ▾
Special Approval	None ▾		Schedule Type	Lecture ▾
Grade Mode	Pass/Fail (Default Value) ▾		Link To	Not linked to other sections ▾
Cross-list With	Select section... ▾		Restrictions	Campus ✏

Section Attributes ✏

First-Year Compass

Instructor ✏

Staff

Room

LY 227 - Lloyd Hall 227 (86) ▾

Schedule

📅 T 5pm-8pm ✖

Enrollment

0 current, 69 prior, 0 waiting

Section Text

ed students only

Maximum	Projected	Wait Cap
50	0	10

UA Annual Reports

1. Annual Reports (see Dr. Blair Alexander and Dr. James Hardin)

State Checklist Process for Certification Programs

1. See Dr. Emily Sims