

# Update Procedure –Curricular/Policy Changes

## Washburn University

### Academic

#### Course Additions/Changes/Deletions (Approval process)

- Department (If applicable)
- Division (if applicable)
- Unit-Level Curriculum Committee
- Unit-Level General Faculty

**Curricular Changes (New Degrees/New Programs/Program Changes/Deletions)** – Must go through the established shared governance approval process above.

- **New Degrees/New Programs/Program Deletions/Substantive Program Changes** require approval beyond the Academic Unit (per [Faculty Handbook Policy Section One, VII, B, 2 – Academic Affairs Committee](#))

#### IF REQUIRED:

- Faculty Senate Academic Affairs Committee
- Faculty Senate
- General Faculty
- Washburn Board of Regents
  
- **Master's/Doctoral Programs and Specialized Professional Baccalaureate Degree Programs** require approval beyond the Washburn University Board of Regents (per [KBOR Policy Manual Chapter II, Section A](#))

#### IF REQUIRED:

- KBOR

Note: The Associate Vice President for Academic Affairs (HLC Academic Liaison) ensures that the proper HLC notification/approval process is followed.

**Academic Policy Changes** (defined per the [Faculty Handbook Section One, IV, B](#)) Must go through the established shared governance approval process.

#### Agenda Submission to:

- Faculty Senate President (may come through academic unit governance or from an individual)
- Faculty Handbook Committee
- Faculty Senate Faculty Affairs or Academic Affairs Committee (appropriate committee determined by Faculty Senate President)
- Faculty Senate
- General Faculty
- Washburn University Board of Regents (If required)

It is the responsibility of the Academic Unit to notify the University Auditors regarding curricular changes which do not move forward beyond the Academic Unit so that program audits can be updated. The Academic Unit is also responsible for ensuring the University Catalog is updated.

It is the responsibility of the Associate Vice President for Academic Affairs to monitor all academic curricular and policy changes which require approval beyond the academic unit and take the following actions:

- Enter approved policy changes in the Faculty Handbook and the University Catalog
- Enter approved curricular changes in the University Catalog
- Update relevant web pages
- Notify the following units of Degree/Program Additions/Deletions/Changes:
  - University Registrar/Auditors
  - Financial Aid Director
  - Public Relations (Web updates to A to Z Programs and Find a Major)
  - Strategic Analysis and Reporting Director
  - Admissions Director
  - Academic Advising Director

### **Non-Academic Policy Changes**

Submitted to:

- Executive Staff by member of that body for review and approval
- Faculty Senate President as informational item
- Faculty Handbook Committee (Informational item)
- Faculty Affairs or Academic Affairs Committee as determined by Faculty Senate President (Informational item)
- Faculty Senate (Informational item)
- General Faculty (Informational item)
- Washburn University Board of Regents (If required)

It is the responsibility of the Executive Staff member requesting the policy change to inform all relevant university departments of the approved change.

It is the responsibility of the Associate Vice President for Academic Affairs to monitor all non-academic policy changes and take the following actions:

- Enter approved policy changes in the Faculty Handbook (if appropriate)
- Enter approved policy changes in the University Catalog (if appropriate)