

Muma College of Business
Guidance for Submission of Curriculum and Course Proposals

The purpose of this document is to provide guidance to any faculty committee or faculty member proposing :

- changes to an existing degree program
- creating a new degree program (requires pre-approval)
- creating a new major, minor, certificate, concentration, or track (requires an Intent Form be completed)
- creating a new course - this includes requesting a permanent number for a selected topics course
- changing an existing course – this type of change involves a substantive change in the course description and/or changes in the course and student learning objectives. It does not involve such things as changes in assignments, textbooks, percentage of time assigned to a topic.

All curriculum and course changes need to originate with the faculty. As such, it is the faculty member's responsibility to ensure that the curriculum or course change being requested is guided through the complete curriculum/course process. Following are the steps that a curriculum or a course proposal must go through to ensure that the change receives final acceptance and is included in the university catalog. Once included in the university catalog it is enforceable and becomes part of the program for any student entering under the catalog.

Steps in the Curriculum/Course Approval Process within the College

1. Faculty member(s) initiate the proposal and:
 - If the proposal is for a new degree program (requiring a new CIP) a pre-proposal must be completed (talk to the dean's office).
 - If the proposal is for a new major, minor, certificate, concentration or track a completed and approved Intent Proposal form is attached. The Intent Form can be obtained at (<https://academicplanning.usf.edu/intent-proposal/documents/Intent%20Proposal%20v12.pdf>). Information related to the form can be found at <https://academicplanning.usf.edu/intent-proposal.php>.
 - For all proposals attach a completed copy of the Muma Curriculum/Course Approval form using the steps below. For those who are unsure of:
 - CIP code – check with your office manager
 - Curriculum code – check this site - <https://academicplanning.usf.edu/curriculum-codes>
2. **Graduate Proposals Only:** Proposal goes to Office of Graduate Studies for a pre-check.
3. **Graduate Proposals Only:** Proposal goes back to the faculty member(s).
4. Faculty member(s) secure the approval of the School faculty and director.
5. Faculty member(s) proposal goes to the appropriate College policy committee (undergraduate, graduate, or doctoral), with School approval confirmed in Curriculum/Course Approval form.
6. Faculty member(s) proposal with College committee approval confirmed in Curriculum/Course Approval form is presented by the appropriate College policy committee to the College faculty for approval. Note, non-substantive changes and changes to a course that affect only one School and have no budget impact need not be brought before the College faculty for approval. Regardless of whether the proposal is brought before the College faculty, Step 6 is required.

7. Faculty member(s) secures the College signature from the Associate Dean indicating College level approval.
8. **Undergraduate Proposals Only:** Curriculum changes that require the input of 2/4 year plans must be approved by Muma College of Business Undergraduate Advising Office **prior** to submission to curriculog.
9. Faculty member enters the proposal into curriculog and submits it for approval by University faculty committees and the Office of Undergraduate Studies/Graduate Studies.

Using Curriculog

- Once the Curriculum/Course Approval form is completed go to curriculog to enter your proposal: <http://usf.curriculog.com/>
- If you have an active USF email account, you will be able to login automatically by clicking on the log in button in the upper righthand corner
- Select the type of proposal you are going to enter and then proceed to enter the required information. If you have questions related to completing the curriculog submission contact:
 - Undergraduate proposals - UGS-DOCurriculum@usf.edu
 - Graduate proposals - cdh@usf.edu (Carol Hines-Cobb)
 - There are also training videos and help aids available at <http://www.usf.edu/ugs-curriculum-training>
- You must load the completed Curriculum/Course Approval form into curriculog. This can be done by clicking on Files in curriculog and uploading the completed form. **Note:** The college will not approve the proposal and advance it to the next level in the system without a completed Curriculum/Course Approval form.