

APPENDIX O

Replaces RRPM Article II, G.1.a.(2)-(5) under Faculty Senate procedures

Procedures For Program or Course Substantive Changes

Recommendations of the Faculty Senate on program and course substantive changes shall be forwarded to the Senior Vice President for Academic and Student Affairs, for consideration. In the absence of extraordinary circumstances, the Senior Vice President for Academic and Student Affairs shall take action within ten (10) business days after receipt.

If the Senior Vice President for Academic and Student Affairs approves a recommendation and the decision requires Board action, he or she shall forward the recommendations to the President, who, absent extraordinary circumstances, shall take action within twenty (20) business days of receipt by the Senior Vice President for Academic and Student Affairs. The Board normally will review the matter through the appropriate Board committee and decide the matter within forty-five (45) business days from receipt. If the Senior Vice President for Academic and Student Affairs approves and the decision does not require President or Board action, it shall become academic policy. If the Senior Vice President for Academic and Student Affairs' recommendation is negative, the recommendation and reasons will be returned to the Faculty Senate within ten (10) business days after action is taken.

Any change requests that involve a new degree will require approval by the President and the Board of Regents. Decisions of the Board shall be final.

Substantive Program and Course Changes

Whenever program and/or course changes are needed, the procedure shall be to originate a proposal at the program level and route the proposal on the appropriate form(s) through the established academic committee system.

[Unit → School (if applicable) → College AAC → Dean → ACUC or ACGC → Faculty Senate
→ Senior Vice President]

Academic program to Administrative Chair (school or administering unit) to College AAC to Dean to ACUC or ACGC to Faculty Senate to Senior Vice President

At no time shall substantive program change requests bypass the appropriate Dean and the Academic Committee on Undergraduate Curricula or Academic Committee on Graduate Curricula. The Senate takes official action on requests for substantive changes only during the Fall and Spring semesters. Copies of the change request forms are available in the Deans' offices. Each form lists the necessary signatories to effect the change in the curriculum.

Substantive vs. Non-Substantive Actions

Non-substantive requests do not require Faculty Senate actions; they go directly from the college to the Senior Vice President for Academic and Student Affairs.

Substantive Changes include:

- Program and catalog course changes that affect the basic nature and content of a program or course (e.g., using a new delivery method, such as distance education, offering programs off-island, etc.).
- New programs. Any change requests that involve a new degree will require approval by the President and the Board of Regents.
- New catalog courses.
- Changes in degrees offered, deletion of programs or catalog courses.

Any other action is considered non-substantive. If a program requests deletion of a catalog course and it is a requirement in another degree program, it is the responsibility of the appropriate curriculum committee and administrative chair to ensure that consultation between programs takes place and the deletion is indicated across all programs affected. If a program objects, the change becomes substantive and follows the substantive change procedure. Proposals for new courses with a -94 Special Studies designation intended for one- or two-time trial or special offering require approval of the appropriate curriculum committee and Dean

The Senior Vice President for Academic and Student Affairs has the prerogative to object to non-substantive changes. If changes are disapproved, the college/unit has the right to request the decision be reviewed by the Academic Committee on Undergraduate Curricula or the Academic Committee on Graduate Curricula, as appropriate. . If the Academic Committee recommends positively, it is forwarded to the Senior Vice President for consideration. If the Senior Vice President does not approve, she or he will provide a written rationale to the Academic Committee. The decision is final.

Senate Endorsement 9/18/93
SVP Approval 9/28/03