



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Curriculum Changes Policy

Policy 2.13

Volume 2 Academic Affairs
Chapter: 13 Curriculum Changes
Policy
Responsible Office: Academic
Affairs
Originally issued: Unknown
Revised: 2/2009

Policy Statement

This policy facilitates the institutional approval process for changes to the curriculum by any school or department at the Medical College of Georgia. Curriculum changes originate in the respective department or school, and are submitted via the proper form to the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs, who will verify that the request form is complete and all required documentation is attached. The Director of Business Operations of the Office of the Senior Vice President for Academic Affairs and Provost will compile the fiscal considerations of the proposed curriculum change. This information will all be submitted to the Office of the Senior Vice President for Academic Affairs and Provost for approval. Following approval by the Senior Vice President for Academic Affairs and Provost, the Office of the Registrar will complete the official curriculum revision and notify the respective schools.

Reason For Policy

New knowledge is continually emerging in the health sciences, changing concepts in the delivery of health care and consideration of certification and licensure requirements. This may necessitate changes in the curriculum of a given school. However, when such changes are anticipated or made after careful review and evaluation, full consideration must be given to the impact these changes might have on the student's overall academic program during his/her period of matriculation. Consideration will also be given to the impact of any changes on the faculty and the institution as a whole. Thus, the purpose of this policy is to facilitate an institutional approval process for all curriculum revisions.

Entities Affected By This Policy

All students, faculty, and administrators at the Medical College of Georgia are affected by this policy.

Who Should Read This Policy

All faculty at the Medical College of Georgia should be aware of this policy and the procedures therein. All Department Chairs and Deans of all schools at the Medical College of Georgia should be aware of and understand this policy and the procedures therein.

Contacts

Contact	Phone	e-mail/URL
Vice President for Enrollment Management and Associate Provost for Academic Affairs	706-721-3096	http://www.mcg.edu/aaffairs/associate/
Registrar	706-721-2201	registrar@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p213.pdf>

Related Documents

<http://www.mcg.edu/students/Registrar/regulations/curriculum-changes.html>
<http://www.mcg.edu/aaffairs/associate/revision/CurrRevPolicy.htm>

**Overview
Rationale**

The purpose of this policy is to facilitate an institutional approval process for all curriculum changes and revisions. The decision to develop and propose curriculum changes and revisions is and will remain a department and school responsibility. The intent of the policy is to ensure approval from the Office of the Senior Vice President for Academic Affairs and Provost on all proposed curriculum revisions.

The process will also facilitate a centralized database accounting mechanism for curriculum revisions. Such a mechanism is essential to more accurately reflect programmatic activities and record credit-hour generation. The fiscal implications of curriculum revisions resulting in credit-hour increases or decreases are often significant and require careful assessment of institutional impact. The [Curriculum Revision Request Form](#) defines the proposed curriculum modifications and credit-hour fiscal considerations resultant to the proposed revision(s).

Process/Procedures

All proposed curriculum revisions by departments and schools must include the respective Dean’s signature and be submitted, electronically as well as in hard copy, using the Medical College of Georgia [Curriculum Revision Request Form](#) to the Office of the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs. All submitted requests must include the academic program’s entire existing and proposed curriculum reflecting the requested changes. Submitted curriculum information should include course names, numbers, and credit hours in a format similar to those found in the Medical College of Georgia Catalog (<http://www.mcg.edu/catalog/>). Only the documentation and information requested should be submitted.

The Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs will verify that the request form is complete and any pertinent documentation included. The Director of Business Operations of the Office of the Senior Vice President for Academic Affairs and Provost will compile the fiscal considerations of the proposed curriculum change.

Once verification is complete, the request form will be forwarded to the Office of the Senior Vice President for Academic Affairs and Provost for approval. Following approval by the Senior Vice President for Academic Affairs and Provost, the Office of the Registrar will complete the official curriculum revision(s). The respective schools will be notified of all actions.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.13, Curriculum Changes Policy, are:

Academic Department	Creation of curriculum change
Office of the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs	Verify the request

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Director of Business Operations, Office of the Senior Vice President for Academic Affairs and Provost	Compile fiscal considerations of the proposed change
Office of the Senior Vice President for Academic Affairs and Provost	Approve the request
Office of Registrar	Complete the official curriculum change and notify departments of completion

Forms

[Attachment A - Type of Instruction, Level of Course Codes](#)

[Attachment B - Distance Education Course Information Form](#) 

[Attachment C - Example of Curriculum Outline Format](#)

[Curriculum Revision Request Form](#) 

[Form Deadlines](#)