



30.039: University Policy on Curriculum Review and Approval

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of the Vice President for Academic Affairs
Related Policy: 30.017 and 30.040
Approved-On Date: March 17, 2008
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Policy Statement

Norfolk State University (NSU) is committed to offering high-quality course and program offerings based on a rigorous, coherent curriculum. NSU also is committed to adhering to the policies and requirements of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the State Council of Higher Education for Virginia (SCHEV) related to curriculum quality, coordination, requirements, and evaluation. The curriculum is the province of the faculty. Through established curriculum review and approval processes at the program, department, school, and university levels, faculty are responsible for the content, quality, and effectiveness of the curriculum. Curriculum review processes include curriculum development and approval, specification and periodic review of curriculum requirements, and periodic review of the effectiveness of the curriculum including a review of curriculum coherence and alignment. The Vice President for Academic Affairs is responsible for implementation, management, and oversight of the curriculum review and approval processes. This policy establishes a comprehensive university-wide process of curriculum review and approval at Norfolk State University.

Purpose

The purpose of the University Policy on Curriculum Review and Approval is to formalize existing procedures for curriculum review and approval; to identify related administrative functions; and to provide guidance to faculty and staff regarding review and approval of the curriculum. The curriculum review and approval process requires a collaborative process with the faculty and academic administration to ensure all courses and programs are 1) based on fields of study appropriate to higher education, 2) aligned with the University mission and strategic goals, 3) consistent with institutional standards of quality, 4) comply with accreditation policies and standards, and 5) comply with policies and requirements of the State Council for Higher Education in Virginia (SCHEV).

Procedures

The University Curriculum Committee reviews all proposed curricular revisions and new curricular offerings, and periodically reviews and evaluates existing courses and programs. Curriculum proposals, reviews, and evaluations must adhere to the procedures described in the *Curriculum Manual*¹. All curriculum actions must be submitted for review and approval at all

¹ http://www.nsu.edu/iea/image/curriculum_manual.pdf

levels of curriculum review as described in the *Curriculum Manual*. For example, requests for curriculum revision must be reviewed by curriculum committees at the program, department, school, and university levels. In addition, requests for curriculum action affecting general education courses or program requirements must be reviewed by the General Education Council before presentation to the University Curriculum Committee. Requests for curriculum action affecting graduate courses or requirements must be reviewed by the Graduate Council before presentation to the University Curriculum Committee.

The Office of the Vice President for Academic Affairs is responsible for curriculum management, ensures faculty review of the curriculum at all levels, and facilitates and monitors the institutional approval, review, and evaluation processes. The University Policy on Curriculum Review and Approval and the *Curriculum Manual* are reviewed on an as needed basis by the University Curriculum Committee and the Vice President for Academic Affairs.