School of Engineering Curriculum Revision Process

To ensure a timely curricular revision process, a curriculum change proposal should follow these guidelines prior to submission to the College Curriculum Committee:

- Following origination, a proposal needs vetting by one or more program curriculum committees. Discussion of the proposal must be formally documented in the program(s) meeting minutes.
- The proposal needs formal support or non-support in meeting minutes from all affected curriculum committees.
  - If a program has students directly affected by the proposal, a vote from the program curriculum committee is required.
  - If a program is directly affected by the proposal (e.g. staffing, facilities, etc.), acknowledgment from the program curriculum committee is required.
  - The director, in consultation with the program chairs, will be the final arbitrator in cases of conflict.
- This documentation needs to be included in the submission documentation.

For the purpose of this review, the graduate committee is considered a separate curriculum and is responsible for review of all graduate courses. Individual undergraduate curriculum committees may be consulted.

At the director’s discretion, a proposal may be reviewed and voted upon by the entire faculty. This review would generally only be required if all curricula are affected.

All School constituencies will be given the opportunity to offer input within a time limit of the end of the following regular semester.