

Academic Program and Curriculum Processes

College of Education and Human Sciences

University of Nebraska-Lincoln

Updated on June 30, 2022

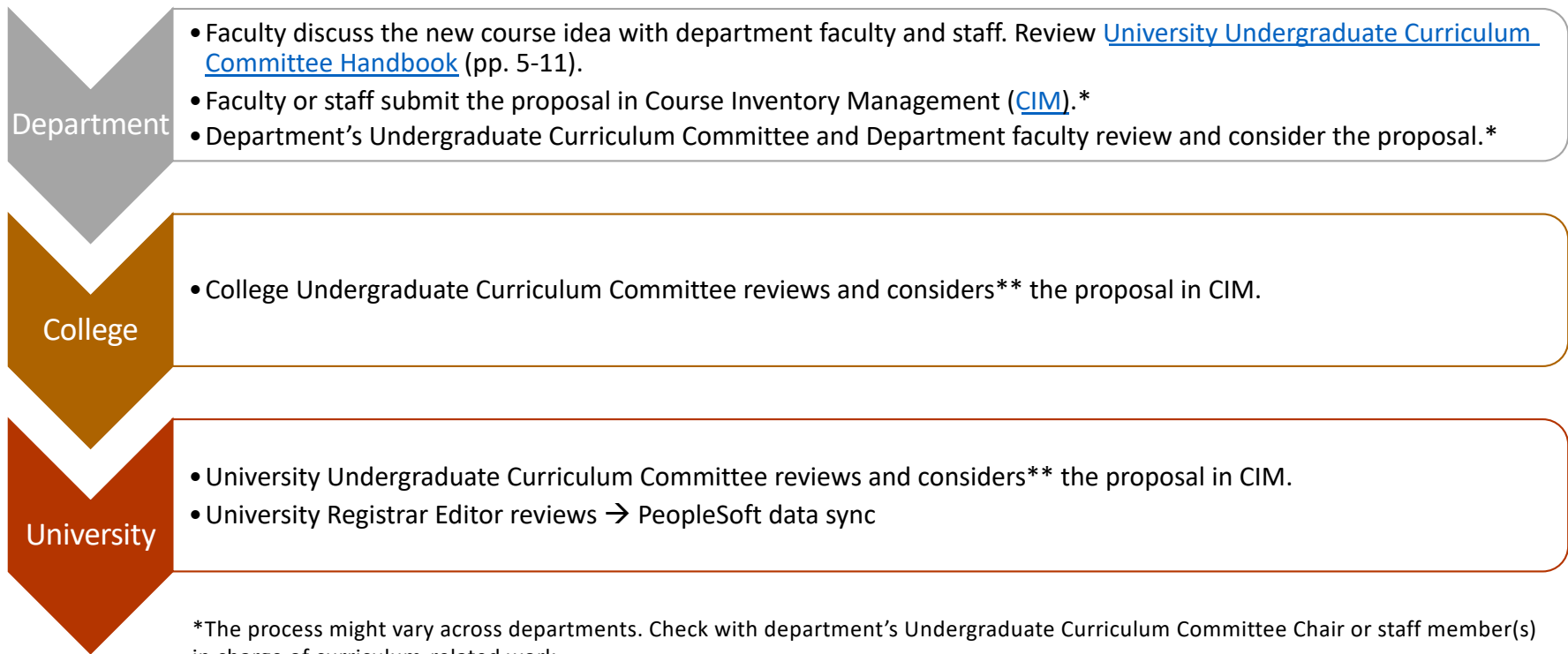
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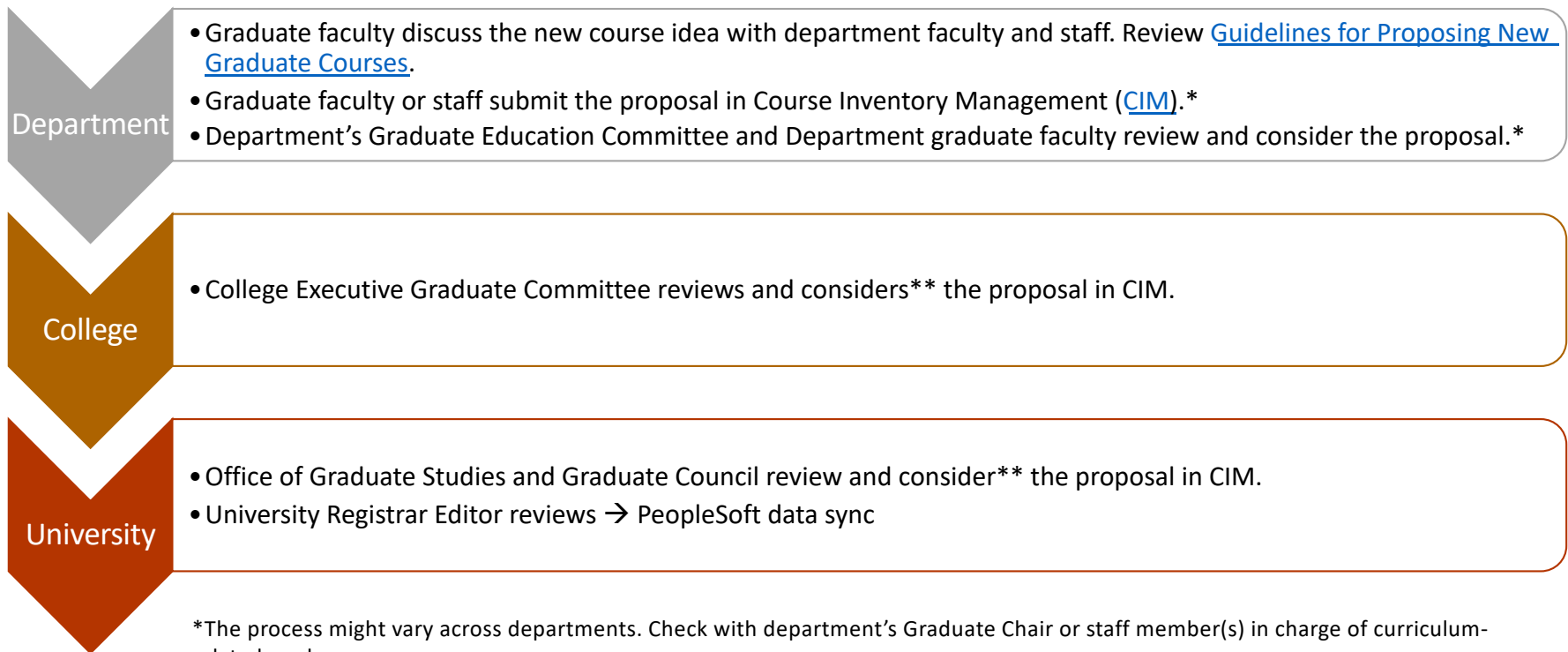
Course Development

- Check [University Syllabus Policy](#) (March 1, 2022).
- Check [University Undergraduate Curriculum Committee Handbook](#) (August 2018)
- Check [CEHS Syllabus Recommendations](#) (Spring 2022).
- Questions to consider:
 - ✓ How unique is this newly proposed course? Do other departments offer a similar course?
 - ✓ Is the justification for the new course evident and clear both in CIM and in the syllabus?
 - ✓ Are prerequisites enforceable?
 - ✓ Is grading policy clear, coherent, and comprehensive?
 - ✓ Are all required and updated syllabus statements included in the syllabus with accurate information?
 - ✓ Are all details clear enough for any faculty to be able to teach the course based on the syllabus?

New Undergraduate Course



New Graduate Course



Program Development

- Check [UNL Academic Policies and Procedures](#).
- Check [UNL Graduate Studies Policy](#).
- Questions to consider:
 - ✓ Check pre-proposal questionnaire [here](#).
 - ✓ Do other departments and colleges offer a similar program? How unique is this newly proposed program?
 - ✓ Are educational goals and objectives included?
 - ✓ Was a clear justification for the program provided?
 - ✓ Does the proposal describe the impact on the existing academic community?
 - ✓ Do course requirements meet the minimum credit hours required?
 - ✓ Are admissions requirements aligned with the university policies?
 - ✓ Is a clear articulation of the resources necessary for a viable program provided?
 - ✓ Have all courses been approved and ready to be taught?

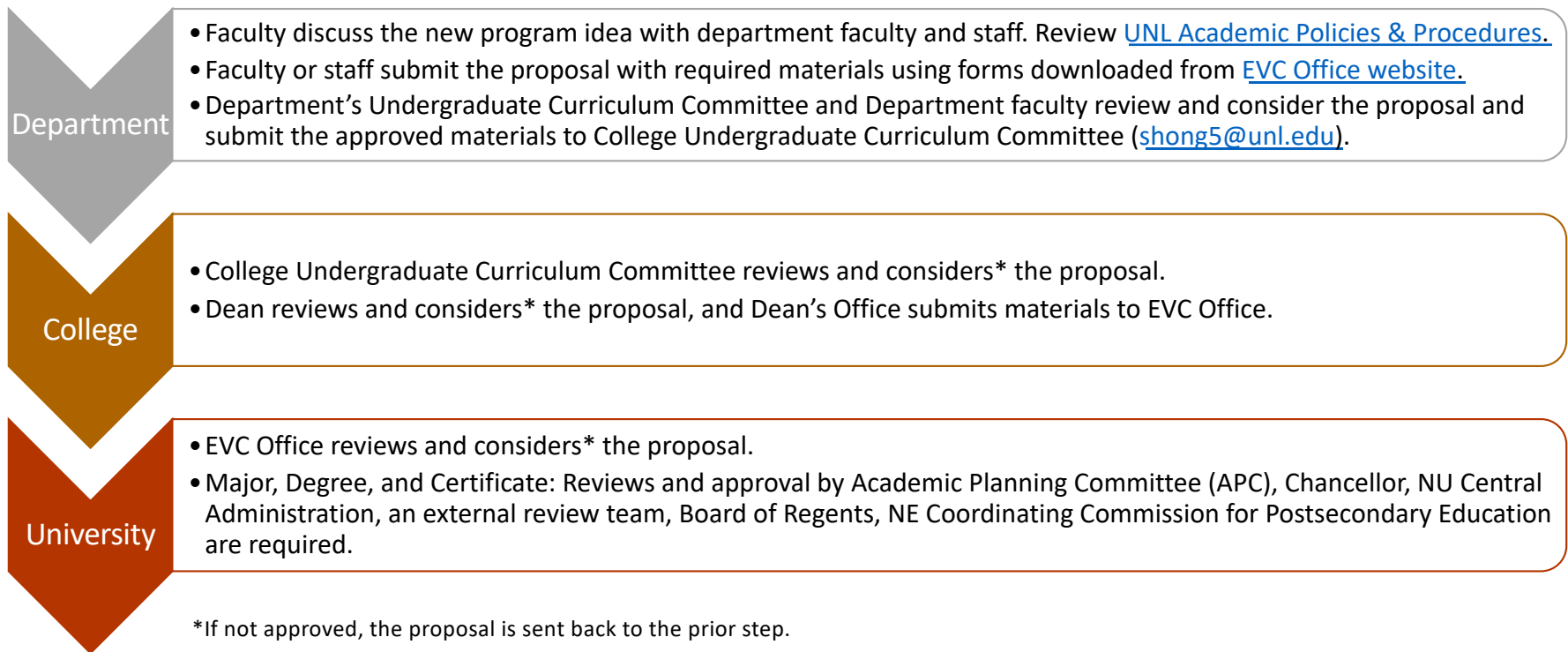
Types of Academic Programs available at UNL

Undergraduate Programs	Graduate Programs
<ul style="list-style-type: none"> • Major/Degree (120 cr.) 	<ul style="list-style-type: none"> • Major/Degree (30 cr.* for master's; 90 cr.* for PhD; 96 cr.* for EdD)
<ul style="list-style-type: none"> • Minor (12-18 cr.) 	<ul style="list-style-type: none"> • Minor (9 cr.* for master's; 15 cr.* for doctoral)
<ul style="list-style-type: none"> • Option (approx. 50% and no less than 18 cr. of the major requirements) 	<ul style="list-style-type: none"> • Specialization (9 cr.* of degree requirements)
<ul style="list-style-type: none"> • Emphasis (approx. 30% or no less than 12 cr. of the major requirements) 	<ul style="list-style-type: none"> • Certificate (12-20 cr.)
<ul style="list-style-type: none"> • Certificate (12-20 cr. majority at 300-400 level) 	
<ul style="list-style-type: none"> • Accelerated master's program** (Up to 12 cr. 800-level courses taken in senior year) 	<ul style="list-style-type: none"> • Accelerated master's program** (Up to 12 cr. 800-level courses taken in senior year)

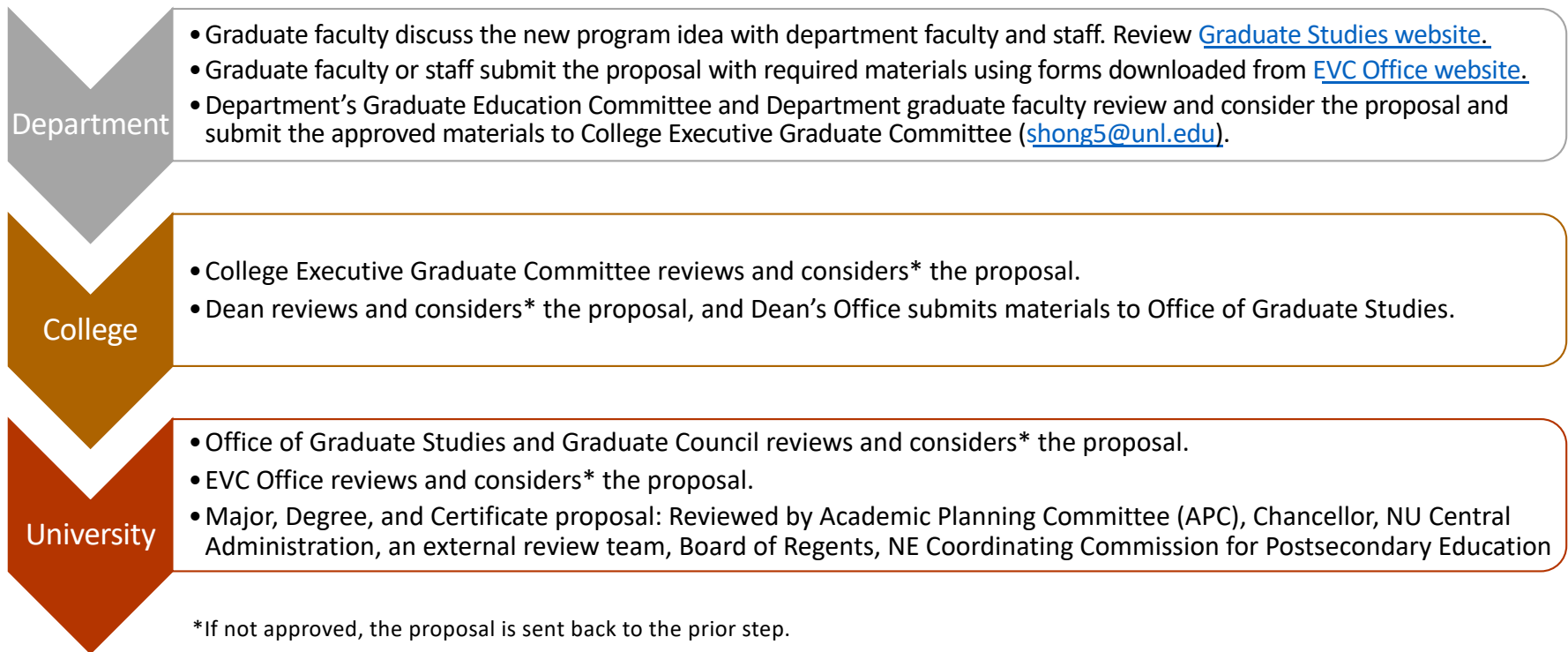
*Credit hours included in parentheses are minimum requirements.

**Accelerated master's program must be approved by both Executive Graduate Committee and Undergraduate Curriculum Committee.

New Undergraduate Program



New Graduate Program



Changes to an Existing Undergraduate Program



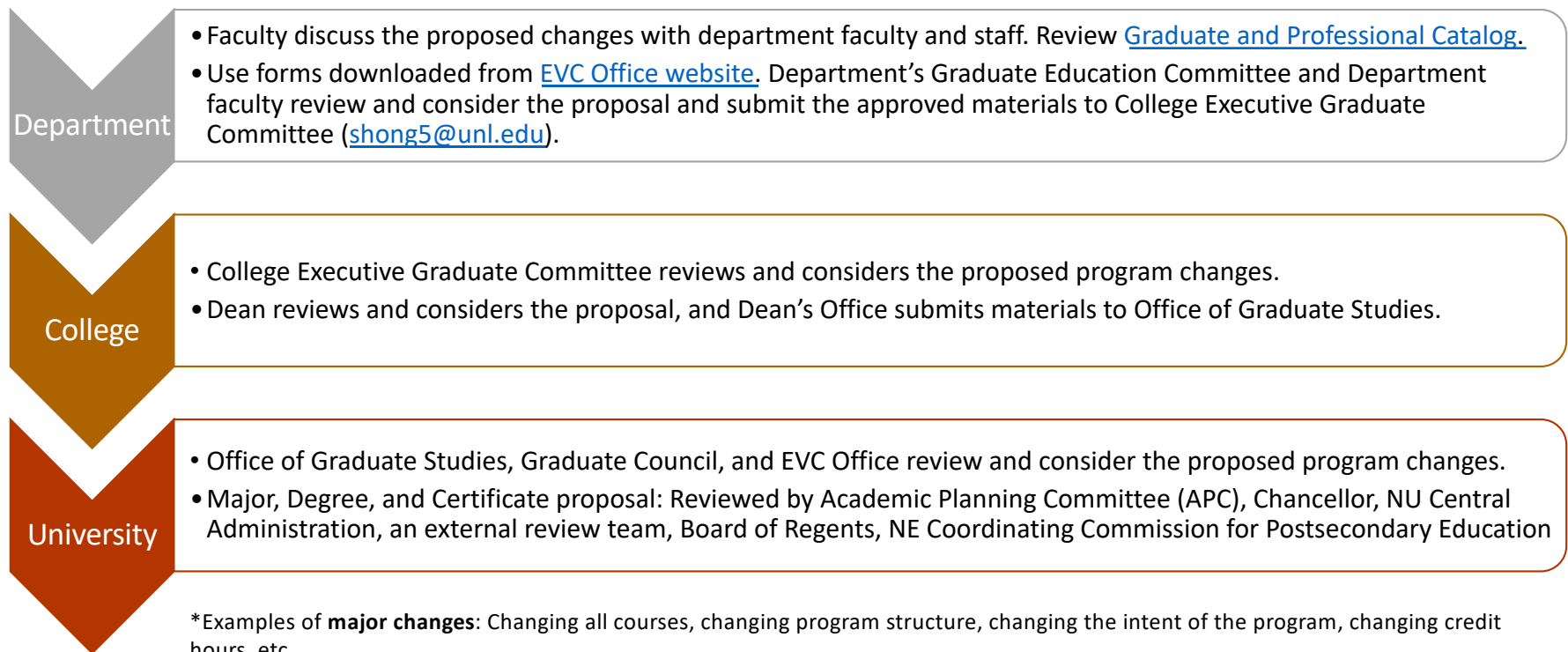
- Faculty discuss the proposed changes with department faculty and staff.
- Faculty submit the proposed changes with required materials using the form downloaded from [CEHS website](#) (Faculty & Staff → Undergraduate Program Change Form).
- Department's Undergraduate Curriculum Committee and Department faculty review and consider the proposal and submit the approved materials to College Undergraduate Curriculum Committee (shong5@unl.edu).



- Changes to teacher education programs need to be approved by CEHS Certification Officer (sskretta2@unl.edu).
- College Undergraduate Curriculum Committee reviews and considers* the proposed program changes.
- All changes approved by November will be reflected in the following academic year's [Undergraduate Catalog](#).

*If not approved, the proposal is sent back to the prior step.

Major Changes to an Existing Graduate Program



*Examples of **major changes**: Changing all courses, changing program structure, changing the intent of the program, changing credit hours, etc.

**If not approved, the proposal is sent back to the prior step.

Minor Changes to an Existing Graduate Program

Department

- Faculty discuss the proposed changes with department faculty and staff. Review [Graduate and Professional Catalog](#).
- Department's Graduate Education Committee and Department faculty review and consider the proposal.

*Examples of **minor changes**: Changing a few courses, changing course sequence for a program, etc.

Timelines to Consider

Process	Timeline
New Undergraduate Course	<ul style="list-style-type: none"> • University UCC (1st week each month) and College UCC (2nd and 4th Wednesdays) review proposals from August through early May. • Duration varies, but it usually takes 2-3 months for a course to be approved.
New Graduate Course	<ul style="list-style-type: none"> • University Graduate Council reviews proposals from August through June. College EGC meets from August through early May (3rd and 5th Thursdays). • Duration varies, but it usually takes 2-3 months for a course to be approved.
New Undergraduate Program	<ul style="list-style-type: none"> • Duration varies, but it takes 12-18 months for a program to be approved.
New Graduate Program	<ul style="list-style-type: none"> • Duration varies, but it takes 12-18 months for a program to be approved.
Changes to an Existing Undergraduate Program	<ul style="list-style-type: none"> • Changes need to be approved by November to be reflected in the following Academic Year Catalog. • It takes 1-2 months for program changes to be approved.
Major Changes to an Existing Graduate Program	<ul style="list-style-type: none"> • University Graduate Council and College EGC (3rd and 5th Thursdays) meets from August through early May. • Duration varies, but it usually takes 5-6 months for changes to be approved.

Questions?

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