

**CHP Curriculum Review Process**  
*Frequently Asked Questions*



**What Type of Things Need to Be Reviewed by the Committee?**

All additions, deletions, changes to course numbers, and significant modifications of courses and programs in the CHP, as well as new program proposals, must be reviewed by the CHP Curriculum Committee and the Associate Dean for Academic Affairs.

Examples of modifications to courses that may require Committee review include:

- New courses
- New programs
- Changes to the course title
- Changes to the course description
- Changes to the course prerequisites
- Addition or deletion of cross-listings
- Change in the course semester credit hours
- Changes to the course number\*

**1. New Courses**

Proposals for new courses requiring internal campus approval must be submitted for review by the CHP Curriculum Committee.

**2. New Programs**

Proposals for new programs requiring external approval (Department of Higher Education, Board of Trustees, Graduate Council, etc.) will require additional time for processing and should be **submitted 12 months in advance of the anticipated starting date**. Proposals should include the pertinent information required by the appropriate state agency concerning program approval.

**3. Trial Courses**

With the approval of the CHP Curriculum Committee, any department may provide a trial course related to its discipline. Once approved the course may be offered a second time without review provided none of the above change. Before the course is offered a third time, it must be reviewed and approved as a permanent program offering. A complete syllabus following the standard approved format and the CHP Syllabus Format Checklist must be submitted by the same dates specified for new courses.

**4. Courses in the Graduate School**

Proposals for CHP courses in the Graduate School will follow the same procedures as proposals for courses in CHP. Following approval from the CHP Curriculum Committee, Associate Dean for Academic Affairs and the Dean; the proposal will be submitted to the Graduate School for further review. It is highly recommended that these proposals be submitted early to allow time for the additional review process.

**5. Course Revisions**

Major course revisions require Curriculum Committee review. Major revisions may include, but are not limited to:

- changes to the course title
- changes to the course description
- changes to course prerequisites
- addition or deletion of cross-listings
- change in the course semester credit hours
- changes to course number\*

## 6. Independent Study Courses

A course syllabus should be given to each student enrolled in an independent study course. A learning contract is highly recommended. A learning contract is a formal agreement written by or with the student. It details what will be learned, how the learning will be accomplished, the period of time involved, and the specific evaluation criteria to be used in judging the completion of learning. The learning contract should include these components:

- a. Learning objectives
- b. Learning resources and strategies
- c. Evidence of accomplishment of the objectives
- d. Criteria and means for validating that evidence listed above in “c”.
- e. Time lines for completing the objectives
- f. Grading scale

This written agreement should be signed by both the student and course instructor.

## 7. Distance Learning Courses

Approval for distance learning courses should follow the same policies and procedures as for other courses.

### What Forms Do I Need to Submit?

1. Course Approval/Request Form
2. Course Syllabus (as a Word document) with course schedule attached

### Where Can I Find These Forms?

The Course Approval/Request Form and the CHP Syllabus Format can be found on the CHP website: <http://healthprofessions.uams.edu/faculty-and-staff/>

### To Whom Do I Submit These Documents?

The completed Course Approval/Request Form and the course syllabus should be emailed to C.J. Carrell.

### What Are the Deadlines for Submitting Syllabi for Review by the Committee?

The Office of the University Registrar has strict due dates for the notification of curricular changes, so it is imperative that CHP programs submit curriculum for review by the Committee on or before the following dates:

**Curriculum Submission Deadlines**

Term Course will be Offered	Deadline to Curriculum Committee	
	New Course or Course Retirement	Existing Course Change
Spring 2019	August 1, 2018	September 8, 2018
Summer 2019	November 1, 2018	February 4, 2019
Fall 2019	January 1, 2019	April 9, 2019

### **What If My Program is in the UAMS Graduate School?**

Follow the same submission process using the same forms and adhering to the same deadlines. The documents are reviewed by the Chairman of the CHP Curriculum Committee and the CHP Associate Dean for Academic Affairs prior to submission to the Curriculum Committee for the Graduate School.

\*A full review by the Curriculum Committee may not be warranted for a course number change only; however, the Associate Dean for Academic Affairs must review the request. Please check with the Committee chairman.

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## **Overview of the Review Process**

1. Obtain the CHP Syllabus Format Guide and the Course Approval/Request Form from the CHP website: <http://healthprofessions.uams.edu/faculty-and-staff/>
2. Follow the Syllabus Format Guide closely to develop/revise the course syllabus. If a section does not pertain, include the section in the syllabus but indicate that it is non-applicable (n/a).
3. Complete the Course Approval/Request Form.
4. Email the completed Course Approval/Request Form and the course syllabus (as a Word doc) to Deborah. She will log the receipt of the documents and post them on the CHP Curriculum Committee's Sharepoint Site. *Please do not send curriculum materials directly to the Curriculum Committee chairman.*
5. The Curriculum Committee Chairman will assign each submission a primary and a secondary reviewer. If necessary, the primary reviewer from the Curriculum Committee will contact the originating faculty member or Department Chairman for clarifications as well as requests for revisions to the syllabus. The Committee will meet monthly to review the submissions.
6. With the Committee's approval, the chairman of the Curriculum Committee will sign the Course Approval/Request Form and forward the documents to Deborah. Deborah will forward the documents to the CHP Associate Dean for Academic Affairs.
7. After all signatures are collected, Deborah will send the originating faculty member and department chairman an electronic copy of the approved syllabus and the signed Course Approval/Request Form.
8. Deborah will forward a copy of the signed Course Approval/Request Form to the Office of the University Registrar.