

**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 a full Committee review include:

- New courses
- New programs
- Changes to the course description
- Change in the course semester credit hours

Examples of modifications to courses that do not require a full Committee review and can be reviewed by the Associate Dean for Academic Affairs include:

- Changes to the course title
- Changes to the course prerequisites
- Changes to the course number
- Addition or deletion of cross-listings

**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 description
- change in the course semester credit hours
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## 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. Timelines 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: <https://healthprofessions.uams.edu/faculty-and-staff/curriculum-policies-and-syllabus-guide/>

### To Whom Do I Submit These Documents?

The completed Course Approval/Request Form and the course syllabus should be emailed to Executive Assistant to the CHP Associate Dean of Academic Affairs.

### 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	Deadline to OUR
	<b>New Course or Course Retirement</b>	<b>New Course or Course Retirement</b>
Spring	August 1 <sup>st</sup> (preceding calendar year)	September 1 <sup>st</sup> (preceding calendar year)
Summer	January 1 <sup>st</sup> (same calendar year)	February 1 <sup>st</sup> (same calendar year)
Fall	January 1 <sup>st</sup> (same calendar year)	February 1 <sup>st</sup> (same calendar year)

### 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.

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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 Teresa Hurst. 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 shall meet at least twice a year after the CHP deadlines and prior to the OUR deadlines for new curricular proposals or changes.
6. With the Committee's approval, the chairman of the Curriculum Committee will sign the Course Approval/Request Form and forward the documents to Teresa. Teresa will forward the documents to the CHP Associate Dean for Academic Affairs.
7. After all signatures are collected, the Executive Assistant to the CHP Associate Dean of Academic Affairs will send an electronic copy of the approved syllabus and the signed Course Approval/Request Form to the Office of the University Registrar with copy to the originating faculty member, the department chair or program director, Associate Dean for Academic Affairs, and Curriculum Committee co-chairs. Once OUR has reviewed and the course catalog requests are in GUS, they will send a confirmation email to all included on the original submission.