

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

Course Number None or Degree Plan(s) Graduate Section Catalog FY20
 State the requested change and reason. A memo may be attached if more space is necessary.

See attached - proposed change to 2019-20 catalog -
 Graduate Section - Incomplete Grades - Delete the following
 language/sentence: "Exceptions are selected practicum(s)
 projects, internships, thesis and thesis projects where
 grade of IP remains."

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

Change to a Course		COUNCIL ³								
		President	Provost	GRAD	UAC	UGEC	TEC	Deans	College Academic	Dept./School
1.	Title (description unchanged)	I	I		I			A	A	A
2.	Description (not affecting content)	I	I		I			A	A	A
3.	Course term(s)	I	I		I			A	I	A
4.	Content (substantive change)	A	A		I			A	A	A
5.	Number of hours (lecture, lab, contact)	A	A		A			A	A	A
6.	Course number within the hundred	I	I		I			A	A	I
7.	Course number beyond the hundred	A	A		A			A	A	A
8.	Prerequisites	I	I		I			A	A	A
9.	Course fee(s)	I	A		--			A	--	A
10.	From U to G <i>or</i> G to U	A	A		A			A	A	A
11.	Cross list with another department: U or G level	A	A		A			A	A	A
12.	Department of record	A	A		A			A	A	A
13.	Open or close a course	A	A		A			A	A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A		A			A	A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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COUNCIL ³												
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A
5.	Other academic policy changes	--	--	--	A			A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

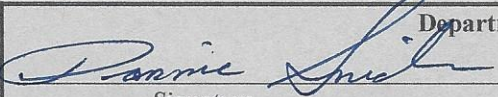
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 _____ <i>Signature</i>	2-25-19 _____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Teacher Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

General Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Undergraduate Academic Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Graduate Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Faculty	
_____ <i>Chair of faculty senate</i>	_____ <i>Approval date</i>

President	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Incomplete Grades

Professors may assign a grade of "I" (Incomplete) only when illness or some significant reason beyond the control of the student prevents the student from completing a course by the end of the semester. A grade of "I" (Incomplete) must be resolved no later than the end of the next long term; otherwise, it becomes an "F" on the student's record. The student is responsible for requesting and resolving an "I." A student who is graduating should finish any incomplete courses prior to the semester in which he or she is graduating. Students must complete all courses graded as "I" in order to participate in commencement.

The grade "IP" (In-Progress) is reserved for graduate students in graduate courses. An "IP" must be resolved no later than the end of the next long term; otherwise, it becomes an "I" on the student's record. That "I" must be resolved no later than the end of the subsequent long term. Work cannot be submitted for a grade after one year from the end of the semester in which the student was enrolled in the course. ~~Exceptions are selected practicum projects, internships, thesis and thesis projects where grades of "IP" remain.~~

Due to the interactive nature and fixed duration of an online course, students may not receive "I" (Incomplete) or "IP" (In Progress) grades for online courses. Students unable to complete course requirements must withdraw or receive the grade they have earned without completing the course requirement. Contact the course instructor and advisor if an exceptional circumstance occurs after the withdraw date and before the end of the course that prevents successful completion. If an instructor agrees to give a student an "I" in this exceptional circumstance, the student will not be permitted to enroll in another course until the "I" is completed. A deadline for completion should also be submitted to the college dean.