

# 2018-2019 Catalog Cycle

## Required Levels of Approval

All curriculum items require a minimum of CC and either UGC or GC approval.

Additional required approvals are as follows:

TYPE	Additional Required Approval
New bachelor's, master's, or doctoral degree	BOV, SCHEV approval
Simple modification of existing programs, including: <ul style="list-style-type: none"> <li>Changes which increase/decrease the total credits by less than 6</li> <li>Adding a new delivery format to the existing</li> </ul>	SCHEV notification
Substantial modification of existing programs, including: <ul style="list-style-type: none"> <li>Changes which increase/decrease the total credits by 6-12</li> <li>Significant changes to the common core</li> <li>Converting the program to a new delivery format while ceasing to offer the format originally approved by SCHEV</li> <li>Adding or removing a licensure option which was originally approved by SCHEV</li> </ul>	SCHEV approval
Title or degree designation changes	SCHEV approval
Substantive changes to existing programs, including: <ul style="list-style-type: none"> <li>Inactivating a program</li> <li>Offering 25% or more of a degree or certificate at an off-site location</li> <li>Addition of courses that constitute a significant departure, either in content or method of delivery, from those offered when last reviewed by SACSCOC</li> <li>Courses taught by contract with an entity not eligible for Title IV funds</li> </ul>	SACSCOC approval

NOTE: Bachelor's, master's, or doctoral degree programs must receive a minimum of BOV approval before they are eligible for catalog inclusion.

## Approval Deadlines for 2018-2019 Catalog Inclusion

Reviewing Body	Agenda Deadline	Meeting Date
UGC submit to: <a href="mailto:ugc@gmu.edu">ugc@gmu.edu</a>	NEW UG degree programs/title changes*: August 30 <sup>th</sup> → All other changes: January 31 <sup>st</sup> →	September 13 <sup>th</sup> February 14 <sup>th</sup>
GC submit to: <a href="mailto:swoodru3@gmu.edu">swoodru3@gmu.edu</a>	NEW GR degree programs/title changes*: August 2 <sup>nd</sup> → All other changes: February 7 <sup>th</sup> →	August 16 <sup>th</sup> February 21 <sup>st</sup>
BOV* submit to: <a href="mailto:oapi@gmu.edu">oapi@gmu.edu</a>	September 1 <sup>st</sup>	October 12 <sup>th</sup>
SCHEV notification submit to: <a href="mailto:oapi@gmu.edu">oapi@gmu.edu</a>	Notifications of simple program modifications must be sent to SCHEV by January in order to receive a letter of acknowledgement by the time of catalog publication in April.	
SCHEV approval* submit to: <a href="mailto:oapi@gmu.edu">oapi@gmu.edu</a>	TBD at the discretion of SCHEV staff	October 30-31
SACSCOC approval submit to: <a href="mailto:oapi@gmu.edu">oapi@gmu.edu</a>	For a substantive change taking effect in July 2018 or later, the proposal must be submitted by January 1 <sup>st</sup> , 2018. For a substantive change taking effect in January 2018 or later, the proposal must have been submitted by July 1 <sup>st</sup> , 2017.	

\* Deadlines are the latest possible to ensure FALL 2018 activation if SCHEV approves. Later submission may delay program activation until Spring 2019 or later.

CC=college/school curriculum committee  
UGC=Undergraduate Council  
GC=Graduate Council  
BOV= Board of Visitors

SCHEV=State Council for Higher Education in Virginia  
SACSCOC= Southern Association of Colleges and Schools'  
Commission on Colleges

## SCHEV Notification and Approval: Required Catalog Notation

Items submitted to SCHEV which do not receive approval by the time of catalog publication must include a notation on their respective catalog pages as follows:

Action	Title Notation	Description Notation
New degree programs	'pending SCHEV approval'	<i>Note: As of catalog publication in April, the program described has been approved by the Board of Visitors and sent to the State Council of Higher Education in Virginia for consideration as a new degree program. The university cannot accept applications or enroll students in this program until SCHEV approval has been granted.</i>
Degree program title change	'title change pending SCHEV approval'	<i>Note: As of catalog publication in April, the title for the program described (formerly known as [insert former title here]) has been approved by the Board of Visitors and sent to the State Council of Higher Education in Virginia.</i>

### Examples

A BOV-approved BA in Book Arts should be noted in the catalog as follows:

*Book Arts, BA (pending SCHEV approval)*

*As of catalog publication in April, the program described has been approved by the Board of Visitors and sent to the State Council of Higher Education in Virginia for consideration as a new degree program. The university cannot accept applications or enroll students in this program until SCHEV approval has been granted.*

If the title of the BA in Book Arts should change to BA in Bookbinding, the change should be noted as:

*Bookbinding, BA (title change pending SCHEV approval)*

*Note: As of catalog publication in April, the title for the program described (formerly known as the Book Arts, BA) has been approved by the Board of Visitors and sent to the State Council of Higher Education in Virginia.*

## Required Approvals: Undergraduate

Level	Object Type	Object	Action	CC →	UGC →	BOV →	SCHEV notification	SCHEV approval	SACSCOC approval
Undergraduate	Course	Undergraduate Course	NEW	x	x	----	----	----	----
Undergraduate	Course	Undergraduate Course	Modify	x	x	----	----	----	----
Undergraduate	Course	Undergraduate Course	Inactivate	x	x	----	----	----	----
Undergraduate	Minor	Undergraduate Minor	NEW	x	x	----	----	----	----
Undergraduate	Minor	Undergraduate Minor	Title Change	x	x	----	----	----	----
Undergraduate	Minor	Undergraduate Minor	Modification (any)	x	x	----	----	----	----
Undergraduate	Minor	Undergraduate Minor	Inactivation	x	x	----	----	----	----
Undergraduate	Certificate	Undergraduate Certificate	NEW	x	x	----	x	----	----
Undergraduate	Certificate	Undergraduate Certificate	Title Change	x	x	----	x	----	----
Undergraduate	Certificate	Undergraduate Certificate	SCHEV Simple Modification	x	x	----	x	----	----
Undergraduate	Certificate	Undergraduate Certificate	SCHEV Substantial Modification	x	x	----	----	X	----
Undergraduate	Certificate	Undergraduate Certificate	SACSCOC Substantive Change	x	x	----	----	----	x
Undergraduate	Certificate	Undergraduate Certificate	Inactivation	x	x	----	x	----	x
Undergraduate	Degree	Bachelor's Degree	NEW	x	x	x	----	X	----
Undergraduate	Degree	Bachelor's Degree	Title Change	x	x	----	----	X	----
Undergraduate	Degree	Bachelor's Degree	Simple Modification	x	x	----	x	----	----
Undergraduate	Degree	Bachelor's Degree	Substantial Modification	x	x	----	----	X	----
Undergraduate	Degree	Bachelor's Degree	Substantive Change	x	x	----	----	----	x
Undergraduate	Degree	Bachelor's Degree	Inactivation	x	x	----	----	X	x

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## Required Approvals: Graduate

Level	Object Type	Object	Action	CC →	GC →	BOV →	SCHEV notification	SCHEV approval	SACSCOC approval
Graduate	Course	Graduate Course	NEW	x	x	----	----	----	----
Graduate	Course	Graduate Course	Modify	x	x	----	----	----	----
Graduate	Course	Graduate Course	Inactivate	x	x	----	----	----	----
Graduate	Certificate	Graduate Certificate	NEW	x	x	----	x	----	----
Graduate	Certificate	Graduate Certificate	Title Change	x	x	----	x	----	----
Graduate	Certificate	Graduate Certificate	SCHEV Simple Modification	x	x	----	x	----	----
Graduate	Certificate	Graduate Certificate	SCHEV Substantial Modification	x	x	----	----	X	----
Graduate	Certificate	Graduate Certificate	SACSCOC Substantive Change	x	x	----	----	----	x
Graduate	Certificate	Graduate Certificate	Inactivation	x	x	----	x	----	x
Graduate	Degree	Master's Degree	NEW	x	x	x	----	X	----
Graduate	Degree	Master's Degree	Title Change	x	x	----	----	X	----
Graduate	Degree	Master's Degree	SCHEV Simple Modification	x	x	----	x	----	----
Graduate	Degree	Master's Degree	SCHEV Substantial Modification	x	x	----	----	X	----
Graduate	Degree	Master's Degree	SACSCOC Substantive Change	x	x	----	----	----	x
Graduate	Degree	Master's Degree	Inactivation	x	x	----	----	X	x
Graduate	Degree	Doctoral	NEW	x	x	x	----	X	----
Graduate	Degree	Doctoral	Title Change	x	x	----	----	X	----
Graduate	Degree	Doctoral	SCHEV Simple Modification	x	x	----	x	----	----
Graduate	Degree	Doctoral	SCHEV Substantial Modification	x	x	----	----	X	----
Graduate	Degree	Doctoral	SACSCOC Substantive Change	x	x	----	----	----	x
Graduate	Degree	Doctoral	Inactivation	x	x	----	----	X	x

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