

Curricular Proposal Process																						
First Points of Contact						Curricular Proposal Review																Implementation
	First Contact	Second Contact	Pipeline	Third Contact	Academic Affairs and Administrative Offices Consultations (Mini-COAP)		Associate Provost	Department(s) / Department Chair(s)	School or College	Dean	COAD	UCC	GCC	ECG	Senate	Loyola Conference	Provost and Senior VPAA	President	BoT	External Review Body	Registration Office Notification	
Course Changes																						
Course Change	Dept. Chair	Dean		Registrar			•														✓	
Non-Substantial Program Modification (Less than 50% of a Program) <u>Not Affecting</u> the Curriculum of Other Departments	Dept. Chair	ADAPD		Registrar			•														✓	
Non-Substantial Program Modification (Less than 50% of a Program) <u>Affecting</u> the Curriculum of Other Departments	Dept. Chair	Dean	✓	ADAPD	✓		•				For UG Program •	For GR Program •			#						✓	
New Core Course or New Core Course Designation	Dept. Chair	Dean	✓				•				•				#						✓	
New Diversity and Justice Course or Modification to an Existing Diversity and Justice Course	Dept. Chair	Dean	✓	DJ Committee			•														✓	
Graduate Course Change of Modality	Dept. Chair				✓		•			#											✓	
Modifications to Existing Programs and Pathways																						
Undergraduate Substantial Modification to a Program or Concentration (A change of 50% or more of a Program)	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•	•			•	•	•	•	•	•	•	✓
Graduate Substantial Modification to a Program or Concentration (A change of 50% or more of a Program)	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•		•	•	•	•	•	•	•	•	✓	
3+1 or 4+1 Program Substantial Modification (A change of 50% or more of a Program)	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	#	•	•	•	•	•	•	•	•	•	✓	
Title Change of Program or Concentration	Dept. Chair	Dean	✓	ADAPD				•		#	For UG Program •	For GR Program •			#	#	•	•		•	✓	
Title Change of Specialization	Dept. Chair	Dean	✓	ADAPD				•		#	For UG Program •	For GR Program •			#	#					✓	
Title Change to a Minor	Dept. Chair	Dean	✓					•		#	•				#	#					✓	
Graduate Program Change of Modality	Dept. Chair	Dean	✓	ADAPD/ AVPGS				•		•		•			#	#				•	✓	
CIP Code Change – including STEM CIP	Dept. Chair	Dean	✓	ADAPD/ AVPGS				•		•	•				#	#				•	✓	
Increase or Decrease a Program's Required Graduation Credit Total by 25% or More	Dept. Chair	Dean	✓	ADAPD				•		•	#	For UG Program •	For GR Program •		#	#				25% + •	✓	
Establishing New Programs and Pathways																						
New Minor	Dept. Chair	Dean	✓	Associate Provost			•	•	^	•	•	•			•	•	•	•	•		✓	
New Concentration	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•	For UG Program •	For GR Program •	•	•	•	•	•	•	•	✓	
New Undergraduate Degree Program	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•	•		•	•	•	•	•	•	•	✓	
New Graduate Degree Program	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•		•	•	•	•	•	•	•	•	✓	
New Stand-Alone Graduate Certificate (not w/in degree)*	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•		•	•	•	•	•	•	•	•	✓	
New Graduate Certificate w/in a Degree (Includes Stackable Certificates) *	Dept. Chair	Dean	✓	ADAPD	✓			•	^	•	•		•	•	#	#	•	•		•	✓	
Establishing a Pathway for Awarding Two Existing Undergraduate Programs of Different Degrees (Dual Degree)	Dept. Chair	Dean	✓	ADAPD	✓			•	^	•	•	•		•	•	•	•	•			✓	
Establishing a New Accelerated Program 3+1 or 4+1	Dept. Chair	Dean	✓	ADAPD	✓			•	^	•	•	•	•	•	•	•	•	•			✓	
Reactivating a Closed/Suspended Program that is Still Listed on the State Program Inventory	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•	For UG Program •	For GR Program •	^	•	•	•	•		•	✓	
Location and Partnerships																						
Offering Instruction at a Location (Off-campus) Not Already Authorized in Maryland (below 33%)	Dept. Chair	Dean	✓	ADAPD	✓			•		•							•			•	✓	
Offering <u>more</u> than 33% of a Program at an Off-Campus Location in Maryland	Dept. Chair	Dean	✓	ADAPD	✓			•		•							•	•	•	•	✓	
Offer a Program in Maryland via a Closed Site	Dept. Chair	Dean	✓	ADAPD				•		•							•	•	•	•	✓	
Offering an In-Person Program Out-of-State	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•							•	•	•	•	✓	
Articulation for Partnership for Dual/Joint Program(s)	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•	For UG Program •	For GR Program •	•	•	•	•	•	•	•	✓	
Student Transfer Articulation Agreement	Dept. Chair	Dean	✓	ADAPD	✓		•	•	^	•	•						•	•			✓	
Other Types of Curricular Proposal and Policies																						
Department Title Change	Dept. Chair	Dean	✓	ADAPD	✓			•	^	•					#	#					✓	
Suspension of a Program or Pathway	Dept. Chair	Dean	✓	ADAPD				•		•	#				#	#	•			•	✓	
Closing a Program	Dept. Chair	Dean	✓	ADAPD				•		•	#						•	•		•	✓	
Closing an Off-Campus Instructional Site	Dept. Chair	Dean	✓	ADAPD				•	^	•							•	•		•	✓	
Change in Acceptance of Advanced Standing Credits - Graduate Programs	Dept. Chair	Dean	✓	ADAPD				•	^	•	•		•				•	•			✓	

Acronyms
ADAPD - Assistant Director for Program Development
AVPGS - Associate Vice President Graduate Studies
BOT - Loyola Board of Trustees

COAD - Council of Academic Directors
DJ - Diversity and Justice Committee

ECG - Executive Committee of Governance
GCC - Graduate Curriculum Committee

UCC - Undergraduate Curriculum Committee
VPAA - Senior Vice President for Academic Affairs

Key

• Requires Review

^ If Applicable

Notifications to the review body

✓ The Curricular change needs to be provided to the Registration Office once all reviews have been approved

* Loyola is only approved for certificates offered above the bachelor's degree level