



Ohio Administrative Code Rule 3341-1-19 Curricular Approval Process.

Effective: [March 11, 2026](#)

(A) Policy statement and purpose

In accordance with Ohio law, the Bowling Green state university board of trustees adopts a curricular approval process. Recognizing that the faculty have primary responsibility for the development and maintenance of the university's academic programs, this policy establishes a transparent process for considering curricular changes ensuring that academic units and other members of the university community have the opportunity to provide feedback and recommendations while maintaining the Board's ultimate authority to approve or reject any curricular changes.

(B) Policy scope

This policy applies to the establishment of any new academic programs, schools, colleges, institutes, departments, and centers at the university as well as the modification of any academic programs, curricula, courses, general education requirements, and degree programs.

(C) Definitions and responsibilities

(1) The "Board" refers to the Bowling Green state university board of trustees. The board has the final, overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements, and degree programs.

(2) The "Provost" refers to the provost or their designee. The provost administers the curricular change process, brings proposed curricular changes to the board for their consideration, recommends action on curricular changes, and may exercise authority to approve curricular changes when delegated by the board, in accordance with this policy.

(3) "Faculty Senate" refers to the faculty senate and, when applicable, faculty senate committee(s).



Faculty senate may recommend curricular changes to the Provost and shall be provided the opportunity to provide advice, feedback, and recommendations regarding any curricular changes except when the curricular change is required to be made pursuant to state or federal law.

(4) "Curricular change" means the establishment of any new academic programs, schools, colleges, institutes, departments, and centers at the university as well as the modification of any academic programs, curricula, courses, general education requirements, and degree programs. This includes curricular changes required by law, major curricular changes, and routine curricular changes.

(5) "Curricular changes required by law" means an action required to be taken in order to comply with relevant state or federal law.

(6) "Major curricular change" means any action to approve or reject the establishment of an academic program, school, college, institute, department, or center within the university.

(7) "Routine curricular change" are curricular changes that are not major curricular changes and includes the modification of any academic programs, curricula, courses, general education requirements, and degree programs.

(D) Procedures

(1) Major curricular changes

(a) Proposal. The board, provost, or dean(s) (on behalf of their academic units) after consultation with affected faculty, may recommend a major curricular change. The proposal shall be made in writing and submitted to the provost.

(b) Notification. Upon receiving the written proposal, the provost shall promptly notify the faculty senate, undergraduate/graduate council (as applicable).

(c) Review. The provost shall provide faculty senate, undergraduate/graduate council (as applicable) an opportunity to review the proposal and provide advice, feedback, and recommendations to the provost. The provost may also solicit and accept advice, feedback, and recommendations from other



interested parties.

(d) Recommendation. The provost will review each proposal, the feedback from the interested parties and inform the president of the provost's recommended action. Upon concurrence with the president, the provost shall forward to the board the provost's written recommendation and the advice, feedback and recommendation interested parties, or summaries of those recommendations.

(e) Board action. The board has final decision-making authority and may approve, reject, or remand, the provost's recommendation.

(2) Routine curricular changes

(a) Proposal. The board, provost, or the dean(s) (on behalf of their academic units) after consultation with affected faculty, may recommend routine curricular changes. The proposal shall be made in writing and submitted to the provost.

(b) Notification. Upon receiving the written proposal, the provost shall promptly notify the faculty senate, undergraduate/graduate council (as applicable).

(c) Review. The provost shall provide faculty senate, undergraduate/graduate council (as applicable), an opportunity to review the proposal and provide advice, feedback, and recommendations to the provost. The provost may also solicit and accept advice, feedback, and recommendations from other interested parties.

(d) Provost action. The board delegates to the provost, unless otherwise prohibited by law, the authority to approve or reject the following curricular changes: course-specific changes (changes to course titles, prerequisites, etc.), changes to BGP offerings, establishment of new course(s), modifications to an existing course, minor, concentration, certificate, or specialization, combining or deactivating programs, and discontinuing certificates.

The provost's decision will have immediate effect and shall be promptly communicated to the board at its next regular meeting.



(e) Board action. When the provost acts in accordance with the authority delegated to them, the board retains final, authority to override the provost's decision.

When routine curricular changes are proposed, and the provost has not been delegated decision-making authority, the provost shall review each proposal, the feedback from the interested parties and inform the president of the provost's recommended action. Upon concurrence with the president, the provost shall forward to the board the provost's written recommendation and the advice, feedback and recommendation from interested parties, or summaries of those recommendations.

(3) Changes required by law

Certain curricular changes may be required by state or federal law. This includes compliance with section 3345.454 of the Revised Code, which requires the elimination of any undergraduate degree program if the university confers an average fewer than five degrees in that program annually over any three-year period. When such changes are required the provost, in consultation with the dean(s) of the affected colleges, will initiate and undertake any action necessary to implement these changes. The provost may also solicit feedback from faculty senate or other interested parties.

If any such change requires board approval, the provost will submit a proposal to the board which may approve, reject, or remand the proposal.

(E) Advice and ongoing review

All advice, feedback, and recommendations received by the board is advisory in nature.

This policy will be reviewed to determine if any updates are needed, every five years. Any updates must be approved by the board before they become effective.