

3356-10-25 Curricular approval policy.

- (A) Policy statement. This policy governs the curricular approval process at Youngstown state university (university) pursuant to section 3345.457 of the Revised Code. It affirms the collaborative role of faculty, academic leadership, and the board of trustees (board) in program and curricular review while underscoring the board's statutory authority as the final decision-making body. This process reflects Youngstown state university's mission and ensures that decisions align with student success, regional workforce needs, and academic excellence.
- (B) Scope. This policy applies to all academic programs, curricula, courses, general education requirements, degree programs, and organization units, including schools, colleges, institutes, departments, and centers.
- (C) Parameters.
 - (1) Authority of the board. The board retains the final, overriding authority to approve or reject any establishment or modification of:
 - (a) Academic programs;
 - (b) Curricula;
 - (c) Courses;
 - (d) General education requirements;
 - (e) Degree programs; and
 - (f) Organization units, including schools, colleges, institutes, departments and centers.
- (D) Role of the academic senate. The academic senate will have the opportunity to provide advice and recommendations on proposals. Such recommendations are advisory only and do not limit the authority of the board.
- (E) Curricular approval process. Proposals must be reviewed through appropriate governance and administrative channels prior to submission to the board.

Categories of curricular action include:

 - (1) Curricula and courses.
 - (2) General education requirements.
 - (3) Academic and degree programs.
 - (4) Organizational units.

(F) Approval process overview. The approval process follows defined pathways depending on the category of action under consideration. Each pathway preserves the advisory nature of academic senate recommendations. Final approval authority resides exclusively with the board.

(G) Curricula and course approval process.

- (1) Department proposal. Faculty within a department, or the office of academic affairs (OAA), will identify curricular or course additions, deletions, or revisions and prepare a proposal with information required by the provost's office and in compliance with section 3345.029 of the Revised Code. For cross-listed courses, acknowledgement from each department is required. For new courses, the proposal must include a statement demonstrating how the course advances intellectual diversity.
- (2) Department curriculum committee recommendation. The department curriculum committee will review the proposal and provide recommendations along with a rationale.
- (3) Department chair recommendation. The department chair will be responsible for evaluating the proposal ensuring consultation with any affected units is documented.
- (4) College curriculum committee recommendation. The college curriculum committee will review the proposal. Committee minutes and recommendations should be recorded and transmitted to the dean.
- (5) Dean recommendation. The dean will review the proposal and provide a recommendation.
- (6) Academic senate general education committee recommendation (if applicable). Proposals for courses with a general education designation must be referred to the academic senate general education committee. The committee will review compliance with general education criteria and statewide transfer standards (e.g., OTM/TAG). The role of the committee is advisory.
- (7) Academic senate undergraduate curriculum committee or graduate council endorsement. The appropriate committee within academic senate (undergraduate) or graduate council (graduate) will evaluate the proposals. Recommendations for undergraduate courses must be documented and forwarded to the academic senate following the required ten-day circulation period.
- (8) Academic senate recommendation. The academic senate will review committee recommendations and provide advisory feedback in accordance with section 3345.457 of the Revised Code.

- (9) Provost endorsement. The provost, or designee, shall review course and curricula proposals, including advisory feedback. Proposals endorsed by the provost will continue through the approval process timeline outlined in paragraph (G)(9)(a) of this rule. Those not endorsed by the provost will be returned to the initiating unit.
- (a) Approval process timeline. Curricular proposals that have been endorsed by the provost but submitted during months without a scheduled board of trustees meeting, or outside of the deadlines for board consideration, may proceed within the university's established process. Curricular proposals that have received the provost's endorsement will be prepared for presentation at the next regularly scheduled board meeting. Pending board action, preparatory steps may be completed, but no proposal becomes effective until formally reviewed and approved by the board.
- (10) Board of trustees approval. The provost will present any curricula or course proposals they have endorsed to the board of trustees for final action. The board shall exercise sole authority to approve or reject course proposals. In addition, they may defer a decision if they require modifications to a proposal. If approved, the provost, or designee, will communicate the decision to stakeholders. If modifications are requested by the board, the provost, or designee, will inform the initiating unit. If the board does not approve the proposal, the provost, or designee, will communicate this decision to all relevant stakeholders. Rejection by the board constitutes final action.
- (H) General education requirements approval process. All general education courses shall follow the course approval process outlined above in paragraph (G)(9)(a) of this rule. However, proposals that impact general education requirements shall proceed as follows:
- (1) Dean or provost office proposal. Deans or members of the provost's office, may submit proposals that impact general education requirements.
- (2) Academic senate advisory review. The academic senate, or its designated committee, will have the opportunity to review proposals and provide advisory recommendations. Such recommendations are nonbinding and do not limit the authority of the board.
- (3) Provost endorsement. The provost, or designee, will review general education requirement proposals, including all advisory feedback. Proposals that are endorsed by the provost will continue through the approval process timeline outlined below. Those that are not will be returned to the initiating unit.
- (a) Approval process timeline. General education requirement proposals that have been endorsed by the provost but submitted in

months without a scheduled board of trustees meeting, or outside of the deadlines for board consideration, may proceed within the university's established process. General education requirement proposals that have received the provost's endorsement will be prepared for presentation at the next regularly scheduled board meeting. Pending board action, preparatory steps may be completed, but no proposal becomes effective until formally reviewed and approved by the board.

- (4) Board of trustees approval. The provost will present any general education requirement proposal they have endorsed to the board of trustees for final action. The board shall exercise sole authority to approve or reject the proposal. In addition, they may defer a decision if they require modifications to a proposal. If approved, the provost or designee will communicate the decision to stakeholders. If modifications are requested by the board, the provost, or designee, will inform the initiating unit. If the board does not approve the proposal, the provost, or designee, will communicate this decision to all relevant stakeholders. Rejection by the board constitutes final action.

(I) Academic and degree programs approval process.

- (1) Faculty or OAA proposal. A proposal for a new program or modifications to an existing program, minor, or certificate typically originates with faculty at the department level or with the office of academic affairs (OAA). The initiating unit will prepare a proposal with the information required by the provost's office. If the proposal involves modification or teach-out, the initiating unit will explain how current students will be served and how catalog obligations will be met.
- (2) Provost preliminary review and support. The provost, or designee, will conduct a preliminary review and may solicit input from relevant offices. A member of the provost's office will ensure the proposal is scheduled for discussion among deans. The provost will determine readiness to proceed.
- (3) Board of trustees preliminary review. The provost, or designee, may brief the board of trustees or its committees on proposals of significant scope or strategic importance. Such briefings are informational only and do not constitute approval. The purpose is to align expectations for timing, decision materials, and the board's review process.
- (4) Department chair recommendation. The department chair will be responsible for evaluating the academic and degree programs proposal and ensuring that consultation with affected units is documented.
- (5) College curriculum committee recommendation. The college curriculum committee must review the proposal. If multiple colleges are involved, a lead college shall be designated for governance routing.

- (6) Dean. The dean will either recommend, reject, or if modifications are warranted, roll back the program.
- (7) Academic programs committee reviews undergraduate academic and degree programs for the academic senate.
- (8) Academic senate advisory recommendation. The proposal will advance to the academic senate (undergraduate) or graduate council (graduate) for advisory review. Recommendations for undergraduate programs must be documented and forwarded to the academic senate following the required ten-day circulation period.

All academic senate or graduate council feedback is advisory in nature and does not limit the authority of the board of trustees.

- (9) Provost endorsement. The provost, or designee, will review the proposal, including all advisory feedback. Proposals that are endorsed by the provost will continue through the approval process timeline outlined below. Those that are not will be returned to the initiating unit.
 - (a) Approval process timeline. Curricular proposals that have been endorsed by the provost but submitted during months without a scheduled board of trustees meeting, or outside of the deadlines for board consideration, may proceed within the university's established process. Curricular proposals that have received the provost's endorsement will be prepared for presentation at the next regularly scheduled board meeting. Pending board action, preparatory steps may be completed, but no proposal becomes effective until formally reviewed and approved by the board.
- (10) Board of trustees approval. The provost will present any academic and degree program proposal they have endorsed to the board of trustees for final action. The board shall exercise sole authority to approve or reject the proposal. In addition, they may defer a decision if they require modifications to a proposal. If approved, the provost, or designee, will communicate the decision to stakeholders. If modifications are requested by the board, the provost, or designee, will inform the initiating unit. If the board does not approve the proposal, the provost, or designee, will communicate this decision to all relevant stakeholders. Rejection by the board constitutes final action.

(J) Academic and degree programs deletion process.

- (1) Dean or provost office proposal. Deans or members of the provost's office, may submit proposals to delete an existing program, minor, or certificate.

- (a) Programs identified for deletion because of section 3345.454 of the Revised Code, i.e., fewer than five graduates over a three-year average, will follow the process outlined in the OAA policy 10-C-04.
- (2) Academic senate advisory review. The academic senate, or its designated committee, will have the opportunity to review proposals and provide advisory recommendations. Such recommendations are nonbinding and do not limit the authority of the board.
- (3) Provost endorsement. The provost, or designee, will review academic and degree program deletion proposals, including all advisory feedback. Proposals that are endorsed by the provost will continue through the approval process timeline outlined below. Those that are not will be returned to the initiating unit.
 - (a) Approval process timeline. Deletion of an existing program, minor, or certificate that has been endorsed by the provost but submitted in months without a scheduled board of trustees meeting or outside of the deadlines for board consideration may proceed within the university's established process. Deletions that have received the provost's endorsement will be prepared for presentation at the next regularly scheduled board meeting. Pending board action, the preparatory steps may be completed, but no proposal becomes effective until formally reviewed and approved by the board.
- (4) Board of trustees approval. The provost will present any deletions they have endorsed to the board of trustees for final action. The board shall exercise sole authority to approve or reject the proposal. In addition, they may defer a decision if they require modifications to a proposal. If approved, the provost, or designee, will communicate the decision to stakeholders. If modifications are requested by the board, the provost, or designee, will inform the initiating unit. If the board does not approve the proposal, the provost, or designee, will communicate this decision to all relevant stakeholders. Rejection by the board constitutes final action.
- (K) Schools, colleges, institutes, departments, and centers approval process.
 - (1) Initiating unit proposal. A proposal to establish, modify, or discontinue an organizational unit should originate at the chair/director level or above. The provost's office will dictate the required information to accompany the proposal.
 - (2) Provost review and endorsement. The provost, or designee, will review the proposal and may consult with the president's cabinet, as appropriate. If revisions are required, the proposal will be returned to the initiating unit

with written feedback. If endorsed, the provost will bring the proposal forward to the board of trustees.

- (3) Board of trustees final approval. The board of trustees will review the proposal and exercise final authority to approve or reject. If approved, a board resolution will be recorded. Rejection by the board constitutes final action, though resubmission after revision may be permitted at the board's discretion.
- (4) Implementation. Upon board approval, the initiating unit, in consultation with the office of the provost, will be responsible for implementing the new or modified unit.
- (L) Records and transparency. The university shall submit the adopted approval process to the chancellor of the Ohio department of higher education and resubmit every five years following board of trustees readoption, consistent with section 3345.457 of the Revised Code.
- (M) Effective date and supersession. This policy supersedes all prior procedures related to curricular, program, and organizational unit approvals and shall remain in effect until amended or repealed by the Youngstown state university board of trustees. This policy affirms Youngstown state university's responsibility to steward curricular quality and innovation in service to its students.