

## Curriculum Development Policy

*Approved by Academic Senate*

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Director of Academic Affairs (Interim), RIT/A.U.K

- A. Anyone can suggest new courses or curriculum changes at RIT/A.U.K. Proposals should be submitted to the Director of Academic Affairs in both a hard-copy/electronic version format and contain the following items:
- a. A brief description of the suggested change or new course or new concentration.
  - b. A rationale explaining its necessity.
  - c. A consideration of how this change might affect existing requirements and course sequencing.
  - d. A statement of the intended student learning outcomes.
  - e. Attached letters of support from other interested parties.

- B. After receiving these documents, the Director of Academic Affairs in cooperation with the President of RIT/A.U.K and the Director of CMS-RIT will determine whether institutional resources are available and the goals of the institution are consistent with the proposed change and either recommend or not recommend the proposed curriculum development to the Curriculum Committee. Curriculum changes not recommended by the above parties will be tabled for reconsideration one calendar year after the date of the initial proposal.

C. Curriculum Committee:

The curriculum development committee is a standing committee tasked with developing new courses and programs at RIT/A.U.K to enhance the quality of undergraduate and graduate education. It consists of six members: 1) RIT/A.U.K President, 2) Director of Academic Affairs, 3) Head of Academic Services, Standing Chair of Curriculum Committee, 5) Two full-time faculty members elected by the Academic Senate to the committee. The standing committee will meet as and when required to consider both curriculum proposals and matters referred to them by Academic Affairs.

- a) The curriculum committee will refine the proposal with assistance from RIT Advising and submit a working program/course to Academic Affairs.
- b) The committee will inform the faculty in writing of the proposed change and provide them with all relevant materials.
- c) The full-faculty will be given one calendar month from the time the committee submits the program/course to Academic Affairs in order to discuss and further refine the proposal.
- d) After this month has elapsed, the Curriculum Committee will hold a special session to consider issues raised by the faculty and to implement such changes as are necessary.

- e) The faculty will hold a special session to vote on the adoption of this curriculum change.
- f) After the final faculty vote, the curriculum proposal will be submitted to Academic Affairs for implementation.