

Curricular Proposal Process

	Associate VP Budgeting, Data, & Governance	Academic Affairs Consultation Offices	Department / Department Chair	School or College	Dean	UCC	GCC	COAD	Senate	Loyola Conference	Provost / VPAA	President	BOT	MICUA - Notification	MHEC - Approvals	MSCHE	DOE / Loyola Financial Aid Office	Records Office	
Course Change	—	—	●	^	—	—	—	—	—	—	—	—	—	—	—	—	—	—	●
Non-Substantial Modification (Less than 33% of a Program) Affecting Other Departments.	—	—	●	^	●	●	●	#	#	#	~	—	—	—	—	—	—	—	●
Offering Instruction at a Location (off-campus) Not Already Authorized	—	●	●	^	—	—	—	—	—	—	●	—	—	—	†	●	●	●	●
Title Change of Program or Major	—	●	●	^	●	—	—	#	#	#	●	§	—	—	—	●	—	—	●
Graduate Program Change of Modality	●	●	●	●	●	—	●	●	#	#	●	§	—	—	—	●	—	—	●
New Credit by Exam Options	—	—	●	^	●	●	●	#	#	#	—	—	—	—	—	—	—	—	●
Double Applying Credits for Undergraduate and Graduate Credential (Max. 9 Credits)	●	●	●	●	●	●	●	#	#	#	●	—	—	—	—	—	—	—	●
Creating a Program for the Awarding of Two Degrees i.e. (B.S. & B.A. or B.S. & B.B.A.)	—	●	●	●	●	●	●	#	#	#	●	—	—	—	—	—	—	—	●
Establishing a Specialization (An Institutional Certification Award of Less than 12 Credits)	—	●	●	●	●	●	●	#	#	#	—	—	—	—	—	—	—	—	●
**New Certificate w/in a Degree	●	●	●	●	●	—	●	●	#	#	●	§	—	—	—	—	—	—	●
*Establishing a Minor	●	●	●	●	●	●	—	●	●	●	●	—	—	—	—	—	—	—	●
New Stand-Alone Certificate**	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	●	●	●	●
New Undergraduate Degree Program	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	●	—	●	●
New Graduate Degree Program	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	●	—	●	●
New Undergraduate Area of Concentration	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	●	—	●	●
New Graduate Area of Concentration	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	●	—	●	●
Undergraduate Substantial Modification - 33% or Greater Change to a Program	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	—	●	●	●
Graduate Substantial Modification - 33% or Greater Change to a Program	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	—	●	●	●
Articulation for Partnership for Dual/Joint Undergraduate Degree	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	^	●	●	●
Articulation for Partnership for Dual/Joint Graduate Degree	●	●	●	●	●	—	●	●	●	●	●	●	●	●	●	^	●	●	●

KEY

- Not Required
 - Requires Review
 - # Notification "Non-Substantial Curricular Change Report"
 - ^ If Applicable
 - † Based on % of program taught
 - ~ Only If Reviewed by UCC or GCC
 - § Required Signature
 - * Minors are only for Undergraduate programs
 - ** Loyola is only approved for certificates offered above the undergraduate level
- Acronyms**
- UCC - Undergraduate Curriculum Committee
 - GCC - Graduate Curriculum Committee
 - COAD - Council of Academic Deans
 - VPAA - Vice President for Academic Affairs
 - BOT - Board of Trustees
 - MICUA - Maryland Independent Colleges and University Association
 - MHEC - Maryland Higher Education Commission
 - MSCHE - Middle States Commission on Higher Education
 - DOE - U. S. Department of Education