Curriculum Review Process
New and modified Programs and Courses; Program Terminations

University-Wide Processes

Key
- Decision maker
- Recommending body
- Document
- Termination point
- Disapproval
- Approval
- Proposal
- Referral

College Level Processes

1 Motion approved April 9, 2010
2 Motion approved November 21, 2014

* New Program Proposals The request for Authorization to Plan (ATP) must be submitted through the above review process prior to being forwarded to the UH system. Once UH system has granted the ATP, then the completed new program proposal must undergo this campus review process.

1 Undergraduate proposals *
2 Registrar

* New Program Proposals: The request for Authorization to Plan (ATP) must be submitted through the above review process prior to being forwarded to the UH system. Once UH system has granted the ATP, then the completed new program proposal must undergo this campus review process.
<table>
<thead>
<tr>
<th>Reviewing Entity</th>
<th>Committees and Processes</th>
<th>Scope of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Congress, Curriculum Review Committee</td>
<td>Instructional Faculty, Tenure-track; Chair is elected by Congress from Congress membership. One member and one alternate from each College. One member and one alternate from Graduate Council, Curricular Coordinator (non-voting, ex officio)</td>
<td>Review for completeness of due diligence on cross-college issues, monitoring for unwarranted duplication of course offerings. Final review for completeness and conformity with university regulations, and consistency with the university’s mission and strategic plan.</td>
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<td>Graduate Council</td>
<td>The Graduate Council consists of the one graduate faculty member appointed from each graduate program (usually the Chair of the graduate program, not including separate tracks within programs), faculty members appointed by the VCAA to represent major academic units at the University (colleges, and divisions within CAS) not otherwise represented on the Council, a faculty member appointed by the UHH Congress to represent the Congress, the University Registrar, a representative from the University Admissions Department, and one graduate student elected from the UH Hilo Graduate Student Council and who is enrolled and in good standing. Faculty are appointed by the VCAA and serve for three-year terms, with the exception of the UH Hilo Congress representative, who serves for a one-year term. The student representative serves for a one-year term. The VCAA serves as an ex-officio, non-voting member.</td>
<td>Review of courses, including proposed syllabi, checking for graduate level quantity and quality in course content. Review for clarity in communication of student performance expectations and consistency with Graduate Handbook and other relevant guidelines. Examine for consistency of graduate level content across UHH graduate programs, to the extent that comparisons may be made.</td>
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<td>College Curriculum Review Body</td>
<td>Instructional Faculty, Tenure-track. The faculty of each College is responsible for defining a specific, published process, internal to that College, for the proposal and initial faculty review of new or modified courses, majors, programs, and degrees. Deans shall insure that these processes are developed in a manner that includes faculty consultation and approval. Reasonable deadlines for faculty approval will be designated; if those deadlines are not met, then the Dean is authorized to implement a provisional process and/or a provisional faculty review committee or committee.</td>
<td>College Processes must include, at a minimum                                                                                          1. Detailed review by a committee of instructional faculty, the composition of which is to be determined by the college</td>
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