

Procedure **Requesting Reconsideration
of a Rejected Curriculum
Proposal**

Procedure Number: 201.30.4
Date Adopted: 4/21/09
Last Revision: 4/21/09, 9/20/18
Reference: [201.60 Effective Date of Approved Curriculum Forms](#)
Approved by: ASCRC and Graduate Council

When ASCRC, Graduate Council or one of their subcommittees has encounters difficulties with a proposed curriculum change, the committee involved will ask the department to respond to the committee's specific queries. If the committee votes ultimately to recommend denial of the proposal, the committee will notify the department of the denial and of a right to resubmit. Resubmission is permitted only if the department is able to provide pertinent information and/or explanation not previously before the committee.

Standing Committees of the Faculty Senate make a good faith effort to work with faculty to bring curriculum proposals into compliance with relevant policies and with consideration to students' best interest. Review materials must be submitted with enough time for processing given catalog revision considerations (see Procedure 201.00).

Faculty may request reconsideration of the recommendation of a Faculty Senate Committee or Subcommittee if after revision and resubmission the proposal is again not recommended, and the decision appears not to be supported by evidence or is lacking rationale. The revision must be submitted for the regular review cycle unless justification for late consideration is provided. The faculty member must make a case to the committee responsible for oversight. ASCRC has oversight for the General Education and Writing Committee. The Executive Committee of the Faculty Senate (ECOS) has oversight for ASCRC and Graduate Council.

Reconsideration materials must include:

- A cover letter outlining the basis for the appeal.
- Evidence that a procedural, conceptual/factual error or bias occurred.
- The original curriculum form, syllabus, and supplemental documents submitted.
- The revised curriculum form, syllabus, and supplemental documents submitted.

The oversight committee will assign three members to review the materials, contact the parties involved for clarification, and make a recommendation to the full committee within 30 days of receipt of reconsideration request.