Process for Making Curriculum Changes

Curriculum Change Procedures for Academic Programs and Courses

1) Discuss and agree on changes in the department or division.
2) If applicable, discuss budgetary implications with the director of the library.
3) If applicable, discuss impact of proposed changes with faculty of other degree programs that might be affected by the change.
4) Enter the changes in the curriculum software system.
   - Program changes
   - Course changes
5) If the proposed course or program change affects an education program, seek approval of MSU's Program and Policy Committee and Teacher Education Administrative Council (TEAC). (Indicate the program or course change needs to go to TEAC.)
6) If the proposed course or program change is at the graduate level, seek approval of MSU Graduate Council.
7) Seek approval of MSU Curriculum Committee.
8) Seek approval of MSU Faculty Senate.
9) Seek final approval of VP for Academic Affairs.
10) Registrar makes the changes for the next academic year.

Note, appropriate steps and related approvals will be prompted by the curriculum software as long as the appropriate options are selected when making changes in the curriculum software system. Faculty representatives should attend meetings at which their courses or programs are discussed when needed during the approval process (e.g., TEAC, Graduate Council, Curriculum Committee, Faculty Senate).

Curriculum Change Procedures for New Programs, New Prefixes, Program or Department/Division/College Name Changes, Program Inactivation or Termination, Degree Type Change, Delivery Method Change

In addition to completing the steps above, faculty work with the VPAA to follow SBHE Policy 421 and NDUS Procedures 421 to gain approval by the State Board of Higher Education and relevant NDUS and SBHE groups (e.g., Academic Affairs Council [AAC], SBHE Academic and Student Affairs Committee [ASAC]) for the following:
- Request a new program using a two-step process: 1) program exploration request, followed by 2) a new program request
- Request a new course prefix
- Request a program/department/division/college name change
- Inactive or terminate a program
- Change degree type
- Change delivery method
- Modify a program plan

The NDUS curriculum templates, as well as NDUS and SBHE meetings and deadlines for NDUS AAC agenda items and examples of requests, are located in the MiSU Academic Affairs Teams SharePoint site. Only the VPAA or an AAC designee can submit these requests to the Vice Chancellor for Academic and Student Affairs; *deadlines apply*. The campus processes and NDUS procedures for new programs can be completed concurrently. Inactivation or termination of programs is completed on campus prior to being sent to the NDUS for approval. Contact the VPAA for questions.