

## Curriculum Approval Process for New & Revised Courses

Curriculum items submitted during September 2008 to May 2009 will appear in the 2010-2011 CSN General Catalog and Student Handbook.

Please be advised that financial viability will be a determining criterion in all curriculum-related decisions. This is an intense process, therefore it is advisable to assure needed resources will be available before beginning.

1. Faculty initiating curriculum changes/additions must fill out the Faculty Senate's Curriculum Course Form and gather all necessary signatures according to the schedule posted on the Curriculum Committee's webpage: <http://www.csn.edu/pages/906.asp> Fill out:
  - a. Curriculum Course form-gather all supporting documents and signatures
    - b. If the submission is to be transferable within NSHE (no "B" designators), attach the Common Course Numbering Form with the transfer boxes completed.
  - c. Copy and convert the two pages into one, two-sided page.
2. Consult the Registrar's Office for new courses as well as for prerequisite and title changes, reactivation, and deactivation of courses.
3. The originator submits the form to the Department Chair for review and necessary approval.
4. The originator then submits the original signed form to an administrative assistant to be scanned and the emailed to the Senate's AA to be uploaded into the Curriculum Committee's electronic repository.
5. The School Curriculum Advisory Committee (SCAC) will review the electronic submission, if members do not approve, the initiating faculty must make corrections on the original form and resubmits a new electronic version as per above.
6. If the SCAC approves the submission, the originating faculty obtains the appropriate Dean's signature. It is the Dean's responsibility to consult with the VPAA's Office, the Library Director, the Office of Technology Services, and any other office to ensure that needed funds and materials will be available.
7. When all signatures are affixed, the form goes again to an administrative assistant to be scanned into electronic format and emailed to the Faculty Senate administrative assistant by the 5<sup>th</sup> of the month it is to be presented to be scanned into the Curriculum Committee's electronic repository. The originating faculty must then send the original paper copy to the Senate's AA; the faculty member should also keep a copy of the original paper version. The Committee will review the submission according to the schedule posted on the committee's webpage.
8. The Faculty Senate Curriculum Committee Chair determines if submissions are compliant and therefore eligible for the appropriate agenda.
9. The Chair will return unacceptable submissions to the SCAC with written recommendations for change.
10. If accepted, the Chair will notify the submitting faculty of the meeting date, time, and location. Initiating faculty must be present at the assigned curriculum committee meeting.
11. If the Curriculum Committee determines that additional changes are necessary, the item will be tabled and returned for corrections. When compliant, the applicant will re-submit the item according to the original process.