

Curriculum Approval Process for New/Revised Programs

Curriculum items submitted during September 2008 to May 2009 will appear in the 2010-20101 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 originating program/certificate changes/additions must complete the Faculty Senate's Curriculum Program Form and gather all necessary signatures and documents.

Based on nature of the submission, fill out:

- a. CSN Template for Proposed Program Additions**
- b. NSHE New Program Proposal Summary Sheet**
- c. NSHE Proposed Program Narrative**
- d. Current Degree Sheet/New Degree Sheet (copy to make into one, two-sided page)**

Make the Curriculum Program Form into one, two-sided form by copying.

2. The originator submits the form to the Department Chair for review and necessary approval.

3. 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.

4. The School Curriculum Advisory Committee (SCAC) will review the electronic submission, if members do not approve, the initiating faculty must make corrections.

5. 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.

6. 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 5th 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.

7. The Faculty Senate Curriculum Committee Chair determines if submissions are compliant and therefore eligible for the appropriate agenda.

8. The Chair will return unacceptable submissions to the SCAC with written recommendations for change.

9. 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.

10. 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.