

Flow Chart for New/Revised Course Submission

Curriculum items submitted during September 2007 to May 2008 will appear in the **2009-2010 CSN General Catalog and Student Handbook**.

1. Faculty initiating curriculum change/addition must complete the Faculty Senate Curriculum Course Form; gather all supporting documents, and signatures. Supporting documents include:
 - ___New Course Checklist
 - ___If submission is to be considered as a transferable course to an NSHE institution (no “B” designator), attach Common Course Numbering Form with transfer information boxes completed.
 - ___Common Course Numbering Form
2. For new courses, prerequisite, course, and title changes, reactivation, and deactivation of courses, consult the Registrar for approval.
3. Form must be reviewed and approved by Department Chair before submission to School Curriculum Advisory Committee (SCAC).
4. If submission is not approved by SCAC, then the submission will be returned to the initiating faculty member for correction.
5. If approved by SCAC the form must be copied from two pages to one two sided page. Then the submission must obtain the appropriate Dean’s signature. The submission is then routed to the Library and Registrar for signatures when necessary. After all necessary signatures are obtained the submission is routed to the Faculty Senate Secretary by the SCAC Chair.
6. Submissions for Faculty Senate Curriculum Committee review must be received on or before the 5th of each month. Due to a 50 item limit per agenda, submissions are taken on a first come basis. Please note every agenda during the academic year has a 50 item limit.
7. Faculty Senate Curriculum Chair will review and determine if submissions are eligible for an upcoming agenda.
8. Submissions that are not deemed ready will be returned to the SCAC chair with written recommendations for change.
9. If submission is accepted for the next meeting, Faculty Senate Curriculum Chair will notify the faculty for meeting times, date, and location. Initiating faculty must be present at the curriculum meeting.
10. If during the meeting, additional changes are required, **the submission will be tabled** and when the requested corrections are completed the item can be resubmitted following the original procedure.