

Routing Guide for Curricular Proposals

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| New Course, 1-599 | College Council first, who forwards to PEC if affects teacher education or to CGEIP if general education course, special academic program, or multi-college. All “New Course” forms (FS-300) must be accompanied by “New Course Resource Information” form (FS 300a). New general education courses must be approved by Senate. |
| New Course, 600-899 | If affects teacher education, send to PEC first (4 copies). PEC will forward to Graduate Council after approval. If doesn’t affect teacher education, forward 3 copies directly to Graduate Council. |
| Course Change, Substantive, 1-599 | College Council first, then to PEC if affects teacher education, then to CGEIP if general education course, special academic program, or multi-college. PEC and CGEIP will forward 2 copies to Faculty Senate. If PEC and/or CGEIP not applicable, College Council will forward 2 signed copies to Faculty Senate. |
| Course Change, Substantive, 600-899 | If affects teacher education, forward 4 copies to PEC. After approval, PEC will forward 3 copies to Graduate Council; Graduate Council forwards copies to Faculty Senate (2) after approval. |
| Course Change, Non-Substantive, 1-599 | Send 2 copies to Faculty Senate. See the Senate’s webpage for “Definitions of Substantive and Non-Substantive Changes for Curricular Proposals” table. |
| Course Change, Non-Substantive, 600-899 | Send 3 copies to Graduate Screening Committee; Graduate Council forwards 2 copies to Faculty Senate. |
| New Program (Undergraduate and Graduate) | New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the MSU curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. New programs, minors, options, and certificates must be approved in a Faculty Senate meeting after challenge and appeals period and after consideration by Budget & Priorities Cte. Same distribution as substantive program changes. Also need to complete New Program Resource Information form (FS-302a). |
| Program Change, Substantive (Undergraduate) | College Council first, then to PEC and/or CGEIP if applicable; if not, forward 2 copies to Faculty Senate. |
| Program Change, Substantive (Graduate) | If affects MSEd or Educational Specialists programs, goes to PEC first (4 copies). PEC will forward 3 copies to Graduate Council after approval. |
| Program Change, Non-Substantive (Undergraduate) | In rare circumstances, use Program Change form to correct previous paperwork containing minor error <u>only</u> or upon direction of Registrar to complete necessary paperwork; 2 copies to Faculty Senate. |
| Program Change, Non-Substantive (Graduate) | Contact Graduate Office. |
| Program Deletion | Use Program Change or Deletion form. Same distribution as substantive program change. Must be approved in Faculty Senate meeting after challenge and appeals period has lapsed. |

HOW MANY COPIES?

Depts. send three copies of curricular proposals going through only one committee/council. If going through two councils or committees, send four copies; if going through three levels, send five copies, etc. Copies are fine as long as they are on the appropriate colored paper (yellow=new course, green=course change, pink=new program, blue=program change) and have original signatures and dates. Mark distribution for all councils/committees that the proposal needs to go through and send all copies to the first level. First level of council/committee will approve or disapprove, sign, keep one copy for its records, and then forward rest of copies to the next level of distribution marked on the proposal.