

Kansas State University  
Faculty Senate  
Academic Affairs Committee

# **Change Process for Courses, Curriculums, Degrees, and Programs**

Submitted by the  
Ad Hoc Committee on Approval, Routing and Notification Policy

Members:  
Camille Consolvo, Gunile DeVault, Don Fenton (chairman), Derek Mosier,  
Mark Schrock, Cyndy Trent, Judith Zivanovic

Date Submitted for Consideration by Academic Affairs  
March 4, 1999

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## GLOSSARY

+	Item is defined in this glossary.
\$	Contact Planning and Analysis Office.
Academic Unit	Administrative home of course offerings.
CDP	Conditional drop pool.
CDP Course	A course which has not been taught within 4 successive calendar years, course automatically goes into the conditional drop pool.
CDP Course Eligible for Review Certificate	A course which has been in the CDP at least 4 years. A certificate is awarded for an organized program of study approved by the Board of Regents.
CIP Code	Classification of instructional program; a number assigned to a degree program by the Planning and Analysis Office.
Course Description	A series of coherent and grammatically correct phrases that states the emphases of the course.
Course Title	A brief, concise statement of content; listed on the student's transcript in 20 characters or less.
Credit Hours	A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week. For example, a class meeting three hours a week would be a three-credit-hour class.
Curriculum	A program of courses that meets the requirements for a degree in a particular field of study.
Degree program	Courses required for completion of a particular degree.
Degree requirements	Specification of courses and experiences required to attain the degree.
Department/School	A unit within a college representing a discipline.
Discipline	An area of study representing a branch of knowledge.
FH	<u>Faculty Handbook</u> .
FSCP	Faculty Senate Change Process
Inactive Course	A course which has not been taught and not eligible to be in the CDP.
Interdisciplinary Major	A major providing an opportunity for students to organize their interests within a broad area of study.
Major	A systematic program of study in a area where the student chooses to place principal academic interest.
Minor	A systematic program of study in an area of emphasis outside an undergraduate student's major.
Option	An approved group of courses creating a specialty within an undergraduate major field of study.
Permanent course	A course taught on a regular basis as described in the undergraduate and/or graduate catalog.

Prerequisite	Level of preparation, usually credit in a another course, required of students entering a course or program.
Rationale	A brief statement explaining the need and purpose of a course.
Secondary Major	Interdisciplinary undergraduate major which must be completed along with a first major course of study.
Syllabus	An outline of a course, may include course objectives, a reference list, method of student evaluation, bibliography, list of readings, etc.
Temporary course	A course taught on a one-time basis (e.g. at an Intercession) and which is not listed in the undergraduate and/or graduate catalog.

## Introduction

### Categories of Changes Required Routing, Approvals and Notification

Confusion sometimes occurs concerning the appropriate procedure for proposing changes to academic programs. This manual originates from the Academic Affairs Committee of the Faculty Senate and is intended to be used as a set of directions from which the information needed for a particular situation may be found.

To use this manual, locate the desired specific academic change in the table of contents. The section located describes the procedural elements that must be followed to accomplish the proposed change. The forms needed to develop a proposal are given at the end of this manual. An overview of all the steps is given in Table 1. Additionally, the symbol "+" is used throughout to signify a term that is listed in the Glossary at the end of this manual.

The information in this manual is meant to be useful because it describes in detail the procedure that must be followed for all matters relating to alterations in courses, curriculums, degrees, and programs. Again, each of these alterations is initiated by a proposal that identifies the specific alteration - new, change, or drop - for the course, curriculum, degree, or program. The form for the proposal is intended to provide the pertinent information allowing the faculty to initiate the approval process. Other departments and units affected by the proposal must be contacted and their response included with the proposal. At any step along the process, the proposal may be returned for clarification or it may not be approved. If not approved, the proposal is no longer viable and no further consideration will occur for that particular proposal.

The Faculty Handbook (FH(+)), in Section D1, states:

"By tradition, the faculties of colleges and universities have authority to grant degrees and control of all matters dealing with the courses and curricula offered by the institution."

The Faculty Senate has established policies governing all academic matters including requirements for courses and curriculums, requirements for degrees, academic standards for students and for the institution, and evaluation of the educational program. (FH(+), Appen E, Sec B, l, a)

Because of strategic planning and budgetary issues, the Faculty, along with Department Heads, Deans of the Colleges, the University Administration, and the Board of Regents are all involved with the "Change Process" that is given in this manual.

A proposal is required for all new courses, all changes to courses and all courses that are dropped. Furthermore, proposals are required for all changes to curriculums, and for the adding or

dropping of degree programs. Both undergraduate and graduate changes must comply with this policy. All of these proposals must proceed through the Faculty Senate Change Process (FSCP(+)) steps as listed in Table 1 and will vary depending on the content of the proposal - a course, a curriculum, or a degree. When a proposal leaves the College to be passed forward through the remaining change process, the Faculty Senate Secretary must now be informed of the status of the proposal. Refer to Table 1 for those individuals responsible for notifying the Faculty Senate Secretary. There are differences in the FSCP steps for graduate courses, curriculums, and degrees that require consideration by the Graduate Council. At any stage during the FSCP, a reviewing body can refer the proposal back to the previous reviewing body, and/or may consult with the originating faculty.

Proposals to create new courses or change courses or curriculums must go through the FSCP assuring that all affected departments and colleges are adequately informed and that the college and university administrations may incorporate these into their budget and planning processes.

The United States Federal Government requires that the university supply specific information regarding its educational program. This information is categorized according to the "Integrated Post Secondary Education Data System (IPEDS) and is collected by the KSU Planning and Analysis Office. Some of the academic program information is obtained from the proposals routed through the Planning and Analysis Office. The information is submitted to the Office of Educational Improvement, a part of the U. S. Department of Education. A goal of this manual is to provide a procedure that allows the Planning and Analysis Office to obtain the needed information.

Suggested below is a calendar of course approval effective dates:

Changes effective for an August intercession and/or a fall semester should be approved by Faculty Senate by May 1st.

Changes effective for a January intercession and/or a spring semester should be approved by Faculty Senate by October 1st.

Changes effective for May intercession and/or summer semester should be approved by Faculty Senate by February 1st.

Table 1. Sequence Chart

Approval Procedure for Courses, Curriculums, Degrees		DEPT			COLLEGE			GRAD SCHOOL*		FACULTY SENATE		UNIV. PRES	B.O.R.	
		Dept Fac	Dept Hd	Other Affected Depls / College	College Course & Curr Comm	Col Dean	Col Fac	Gen Ed TF#	Grad Council	Dean, Grad School	Fac Sen Acad Aff	Fac Sen	President or Designee	
CATEGORIES	Steps	1	2	3	4	5	6	7	8	9	10	11	12	13
A. Course:														
1. New														
a. Permanent		a	r	a	a	r	a	r	a	r	a	a		
b. Temporary			r	a		r		r	a	r	a			
2. Drop														
a. Department initiative		a	r	a	a	r	a		a	r	a	a		
b. Conditional drop pool									a	r	r	a		
3. Change														
a. Number		a	r	a				r				n		
1) Within levels														
2) Between levels		a	r	a	a	r	a	r	a	r	r	r		
b. Title, credit hours, description, prerequisites, or CDP reinstate		a	r	a	a	r	a	r	a	r	r	a		
c. Semester(s) offered and/or restricted electives		a	r	a								n		
d. IPEDS code												n		
B. Curriculum														
1. New or Drop		a	r	a	a	r\$	a		a	r	a	r	r	a
2. Change		a	r	a	a	r	a		a	r	a	a		
C. Degrees														
1. New or Drop		a	r	a	a	r\$	a		a	r	a	r	r	a
2. Change		a	r	a	a	r	a		a	r	a	r	r	a

a = approval needed      r = responsible for approval and routing      n = notification only

\* = courses numbered greater than 599  
 \$ = contact Planning and Analysis  
 # = If General Education course, step 7 applies

## I. Approval Procedure for Courses, Curriculums, Degrees and Programs

### A. Undergraduate and Graduate Courses.

#### 1. New.

##### a. Permanent(+). [Use Form A]

##### 1.) Department.

a.) A proposal is initiated by the Department Curriculum Committee and Steps 1-3 shall be followed as given at the top of the Table 1. The Department Head is responsible for forwarding the proposal to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has or has not been approved to be passed on to the College.

b.) Other Departments and Colleges offering similar material shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

c.) Cross-listed courses are courses offered by two or more academic units. Proposals for cross-listed courses shall include the following:

(1.) Syllabus(+) for course shall clearly indicate the sections of the course to be taught by the individual cooperating academic units. The syllabus(+) must include course objectives, reference list, method of evaluation, etc.

(2.) Description of the relationship to programs of the involved academic units.

(3.) Course description shall contain a concise indication of the interdisciplinary nature of the course and its relationship to the work of each cooperating academic unit.

(4.) The proposals from each academic unit shall proceed through the approval steps together.

d.) The department shall maintain a current record of all approved undergraduate courses and their descriptions.

##### 2.) College.

a.) The College shall follow Steps 4-6, beginning with submission to the College Course and Curriculum Committee.

b.) The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of Graduate School) if the new permanent course will be numbered greater than 599, or to the Faculty Senate (Faculty Senate Secretary) if the new permanent course will be numbered 599 or less. However, if the course is designated as a General Education course, then the course is forwarded to the General Education Task Force (Step 7). The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the

Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or the Faculty Senate.

3.) Graduate Council.

a.) The Graduate Council shall follow Steps 8 and 9 for courses numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate (Faculty Senate Secretary). The Dean of the Graduate School is responsible for notifying the graduate college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

4.) Faculty Senate.

a.) The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Faculty Senate passes the motion for approval.

b. Temporary(+). [Use Form A]

1.) Department.

a.) A proposal is initiated by a department and Steps 2 and 3 shall be followed. These and all the steps are given in Table 1. The Department Head is responsible for the approval of the proposal. If approved, the Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed to the College.

b.) Other Departments and Colleges offering similar material shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

c.) Impact and justification on Department's budget are not needed.

d.) Temporary courses should use x94 as the course number (e.g. 394, 494, 594, 694, 794, etc.)

e.) The department shall maintain a current record of all approved undergraduate courses and their descriptions.

2.) College.

a.) The College shall follow Step 5. The Dean of the College is responsible for approval of the proposal. If approved, the Dean of the College forwards the proposal on to the Graduate Council, if the new temporary course will be numbered greater than 599, or to the Faculty Senate Academic Affairs Committee, if the new temporary course will be numbered 599 or less. However, if the

course is designated as a General Education course, then the course is forwarded to the General Education Task Force (Step 7). The Dean of the College is responsible for notifying the Department Head if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or to the Faculty Senate Academic Affairs Committee.

3.) Graduate Council.

a.) The Graduate Council shall follow Steps 8 & 9 for an undergraduate course numbered 600-799. The Graduate Council is responsible for approval of the proposal. If approved, the Dean of the Graduate School is responsible for forwarding the proposal to the Faculty Senate Academic Affairs Committee. The Dean of Graduate School is responsible for notifying the Dean of the College if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate Academic Affairs Committee.

4.) Faculty Senate.

a.) The Faculty Senate shall follow Step 10. Faculty Senate Academic Affairs Committee is responsible for approval of the proposal. The Chair of Faculty Senate Academic Affairs, through the Faculty Senate Secretary, is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Faculty Senate Academic Affairs passes the motion for approval.

2. Drop.

a. Permanent. [Use Form A]

1.) Department.

a.) Periodic review of courses is encouraged to eliminate courses that have not been taught for several years. A department initiates action to have a course dropped and steps 1-3 should be followed. These and all the steps are given in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College.

b.) Other Departments and Colleges offering similar material shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

c.) The department shall maintain a current record of all approved undergraduate courses and their descriptions.

2.) College.

a.) The College shall follow Steps 4-6. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council, if the proposed department initiated course is numbered greater than 599, or to the Faculty Senate, if the proposed department initiated course is numbered 599 or less. The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or the Faculty Senate.

3.) Graduate Council.

a.) The Graduate Council shall follow Steps 8 and 9 for an undergraduate course numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the graduate college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

4.) Faculty Senate.

a.) The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. [This could be done annually at a specified monthly meeting, possibly at the same time that CDP(+) course(+) reviews are done, see b., 1.), a.) below.] The Faculty Senate Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Faculty Senate passes the motion for approval.

b. Conditional Drop Pool. (CDP(+)) [Use Form A]

The Board of Regents and Faculty Senate have expressed concern about the proliferation of courses. As a result, periodic review is encouraged to eliminate courses that have not been taught for several years. The Planning and Analysis Office can be contacted for information on student enrollment numbers.

1.) Faculty Senate.

a.) The Faculty Senate Academic Affairs Committee shall initiate a proposal as a result of its annual review of the CDP(+). The Graduate Council and Faculty Senate should follow Steps 8 -11 and 10-11, respectively. A course which has not been taught within 4 successive calendar years automatically goes into the CDP, a course in the CDP cannot be taught unless reinstated [see A.,3.,b]. After 4 years in the CDP (total of 8 years of no action), Faculty Senate Academic Affairs Committee reviews the CDP courses and determines if courses should be dropped out of CDP or should be

left in the CDP. This review process will be done annually at a specified meeting of the Academic Affairs Committee. The Faculty Senate Secretary is responsible for notifying the University if a course/courses and course number(s) has/have been dropped from the CDP. The action becomes official when Faculty Senate approves the motion for the dropping a course(s) out of the CDP.

b.) A course number cannot be reissued if the course is in the CDP. After 8 years and when the courses have been officially dropped out of the CDP, a 2 year interval must occur before the course number (total of 10 years of no use of a course number) could be reissued/used. The monitoring of the 10 years would be done by Faculty Senate.

c.) Course numbers that have become available through the department initiated course drop process should not be reissued for 1 year.

### 3. Change. [Use Form A]

#### a. Course Number System:

##### Level

000-099	Not applicable toward degree requirements.
100-299	Lower division undergraduate. Designed as freshman or sophomore course.
300-499	Upper division undergraduate. Designed as junior or senior course.
500-699	Upper division undergraduate. Primarily for a junior or senior, but also may be taken for graduate credit. A course numbered 500-599 in a graduate student's major field may not be applied to the program of study. A course numbered greater than 599 may be taken for credit in a graduate student's major field.
700-799	Graduate and upper division, primarily for graduate level.
800-899	Graduate level for master's course or professional course beyond the undergraduate level.
900-999	Graduate level, primarily for doctoral candidate.

1.) Within Department-- course change within level number (i.e.: changing CHM 300 to CHM 320 or CHM 320 to CHM 300). Steps 1-3, 7, 11 in Table 1.

#### a.) Department.

A proposal is initiated by a department and Steps 1- 3 and 7 should be followed. The Department Head is responsible for forwarding the approved proposal on to the Faculty Senate (Faculty Senate Secretary). The proposal becomes official when the Department approves the change.

b.) Faculty Senate.

The Faculty Senate Secretary should follow Step 11. The Faculty Senate Secretary is responsible for notifying the University of the approved change.

2.) Within Department--change between level number (i.e.: changing CHM 300 to CHM 420 or from CHM 650 to CHM 550). Steps 1-11 in Table 1.

a.) Department.

(1.) A proposal is initiated by a department and Steps 1- 3 and 7 shall be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College.

(2.) Other Departments and Colleges offering similar material shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

b.) College.

The College shall follow Steps 4-6. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of Graduate School), if the number is changing from/to a course numbered greater than 599, or to the Faculty Senate, if the course is changing from/to a course numbered 599 or less. The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate School or the Faculty Senate.

c.) Graduate Council.

The Graduate Council shall follow Steps 8 and 9 for courses numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the graduate college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

d.) Faculty Senate.

The Faculty Senate is to follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying

the University if the proposal has been approved or not; the proposal becomes official when Faculty Senate passes the motion for approval.

b. Title, credit hours, description, prerequisites, or CDP(+) reinstate [Use Form A]. Steps 1-11 in Table 1.

1.) Department.

a.) A proposal is initiated by a department and Steps 1-3 shall be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College.

b.) Other Departments and Colleges offering similar material shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

c.) The department shall maintain a current record of all approved undergraduate courses and their descriptions.

2.) College.

The College shall follow Steps 4-6. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of the Graduate School), if the number is changing from/to a course numbered greater than 599, or to the Faculty Senate, if the course is changing from/to a course numbered 599 or less. The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or the Faculty Senate.

3.) Graduate Council.

(a.) The Graduate Council should follow Steps 8 and 9 for courses numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the graduate college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

(b.) The graduate school shall maintain a current record of all approved graduate courses and their descriptions.

4.) Faculty Senate.

The Faculty Senate should follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the University if the

proposal has been approved or not; the proposal becomes official when Faculty Senate passes the motion for approval.

- c. Semester(s) offered and/or restricted elective(s). Steps 1-3 and 11 in Table 1.
  - 1.) Department.
    - a.) A proposal is initiated by a department and Steps 1-3 should be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the approved proposal on to the Faculty Senate Secretary. The proposal becomes official when the Department approves the change.
    - b.) Other Departments and Colleges possibly affected shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.
  - 2.) Faculty Senate.
    - a.) The Faculty Senate Secretary should follow Step 11. The Faculty Senate Secretary is responsible for notifying the University of the approved change.
  
- d. IPEDS (Integrated Post Secondary Education Data System) Code.
 

The United States Government requires specific information from the university regarding its educational program. The Planning and Analysis Office collects a portion of this information from the academic proposals submitted as a result of the change process and notifies the U. S. Government.

## B. Undergraduate Curriculum.

### 1. New or Drop. Steps 1-6 and 8-13 in Table 1.

- a. Department.
  - 1.) A proposal is initiated by a department and Steps 1-3 should be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College. The proposal becomes official when the Department approves the change.
  - 2.) Other Departments and Colleges possibly effected shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.
  - 3.) Form B is submitted and accompanies the proposal through all steps.
- b. College.
  - 1.) The College shall follow Steps 4-6\$. The Dean of the College is responsible for forwarding the proposal on to the Graduate School (Dean of the Graduate School), if the curriculum has a course in it numbered

greater than 599, or to the Faculty Senate, if the curriculum has only courses in it numbered 599 or less. The Dean of the College is also responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate School or the Faculty Senate.

2.) CIP Code (+): A CIP Code must be obtained by the College Dean when Steps 4-6\$ are followed for a new curriculum from the Planning and Analysis Office. The CIP Code accompanies the proposal through the change process.

c. Graduate Council.

The Graduate Council shall follow Steps 8 and 9 for an undergraduate curriculum that has a course in it numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the Dean of the College if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

d. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the College and/or the Graduate Council if the proposal is not approved, and if approved, for forwarding the proposal on to the University President.

e. University President.

The University President shall follow Step 12. The University President is responsible for forwarding the proposal on to the Board of Regents. The University President is responsible for notifying the Faculty Senate if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Board of Regents.

f. Board of Regents.

The Board of Regents shall follow Step 13. The Board of Regents is responsible for approval of the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

2. Change. Steps 1-6 and 8-13 in Table 1.

a. Department.

1.) A proposal is initiated by a department and Steps 1-3 shall be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College.

2.) Other Departments and Colleges possibly effected shall be informed and

consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

b. College.

The College shall follow Steps 4-6. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of the Graduate School), if the curriculum has a course in it numbered greater than 599, or to the Faculty Senate, if the curriculum has only courses in it numbered 599 or less. The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or the Faculty Senate.

c. Graduate Council.

The Graduate Council shall follow Steps 8 and 9 for an undergraduate curriculum that has a course in it numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the Dean of the College if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed to the Faculty Senate.

d. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Faculty Senate passes the motion for approval.

3. All University Common Curriculum Change. (Not shown in Table 1.)

a. Proposals to alter the Common Requirement for All Curriculums may be originated by action in a specific College, in which case it will follow the FSCP(+) procedure given under B.2. (Undergraduate Degree Change). Proposals from other university sponsors must follow the Procedure for Considering Matters of University Academic Policy and Criteria (Faculty Senate 2-9-93).

b. The proposed changes shall be placed on the agenda of an Academic Affairs Committee meeting scheduled to occur at least 2 weeks before the end of the usual waiting period, and all College Dean's offices and Department offices shall be informed in writing of the meeting time and place.

c. The originating College and/or Department shall be given the opportunity to make a formal presentation at the Academic Affairs Committee meeting at which the proposed change will be discussed. The meeting shall also serve as an open hearing so that other individuals or groups wishing to comment on the proposal may do so.

d. Following the open hearing, the Academic Affairs Committee shall develop its recommendation and forward it promptly to the Faculty Senate Executive

Committee for normal action.

e. Should Faculty Senate approve a recommended change, it shall also specify an effective date. All colleges shall publish curricular changes incorporating the specific change(s) at the first regular opportunity following publication of the Senate action. The Faculty Senate Secretary is responsible for notifying the University of the approved change.

4. Teacher Education Curriculum Change. (Not shown on Table 1.)

a. Follow Steps under section Undergraduate Curriculum Change (B.2.)

b. Those portions of curriculums outside the College of Education which fulfill teacher certification requirements and which lead to teacher certification (Agricultural Education, Human Ecology Education, Music Education, and Physical Education) require approval of the Dean of Education following the appropriate approval and notification Steps. The decision to approve by the Dean shall be made in consultation with the faculty of the affected curriculum.

C. Graduate Curriculum.

1. New or Drop. Steps 1-6 and 8-13 in Table 1.

a. Department.

1.) A proposal is initiated by a department and Steps 1-3 should be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed to the College or that it has not been approved to be passed to the College.

2.) Other Departments and Colleges possibly effected shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

3.) Form B is submitted and accompanies the proposal through all steps.

b. College.

1.) The College shall follow Steps 4-6. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of the Graduate School). The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate School or the Faculty Senate.

2.) CIP Code (+): A CIP Code must be obtained by the College Dean when Steps 4-6\$ are followed for a new curriculum from the Planning and Analysis Office. The CIP Code accompanies the proposal through the change process.

c. Graduate Council.

The Graduate Council shall follow Steps 8 and 9. The Dean of the Graduate School is responsible for forwarding the proposal on to the

Faculty Senate. The Dean of the Graduate School is responsible for notifying the graduate college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

d. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible notifying the College and/or the Graduate Council if the proposal is not approved, and if approved, for forwarding the proposal on to the University President.

e. University President.

The University President shall follow Step 12. The University President is responsible for forwarding the proposal on to the Board of Regents. The University President is responsible for notifying the Faculty Senate if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Board of Regents.

f. Board of Regents.

The Board of Regents shall follow Step 13. The Board of Regents is responsible for approval of the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

2. Change. Steps 1-6 and 8-11 in Table 1.

a. Department.

1.) A proposal is initiated by a department and Steps 1-3 shall be followed. All steps are shown in Table 1. The Department Head is responsible for forwarding the proposal to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed to the College or that it has not been approved to be passed to the College.

2.) Other Departments and Colleges possibly effected shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

b. College.

The College shall follow Steps 4-6. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of the Graduate School). The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate School or the Faculty Senate.

c. Graduate Council.

The Graduate Council shall follow Steps 8 and 9. The Dean of the Graduate School is responsible for forwarding the proposal on to the

Faculty Senate. The Dean of the Graduate School is responsible for notifying the Dean of the College if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

d. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Faculty Senate passes the motion for approval.

D. Undergraduate Degrees and Programs. Steps 1-6 and 8-13 in Table 1.

New, Drop or Change.

a. Department.

- 1.) Includes: addition, deletion, and name change of a degree.
- 2.) New Degree: Board of Regents identifies the following as new degrees.
  - a.) Establishment of a totally new unit (school, department, institute, center, etc.) requiring facilities, staffing, and funding not currently available.
  - b.) Establishment of a teaching program in a new area of discipline.
  - c.) Extension of an existing and approved program to a higher degree level.
  - d.) Initiation of a new major or subspecialty under an existing degree.
  - e.) Includes Associate's Degree and Bachelor's Degree.
- 3.) Board of Regents identifies the following as new names or designations:
  - a.) Explicit designation of an existing subspecialty within an existing degree.
  - b.) Establishment of a new and separately identified unit on the basis of existing resources.
  - c.) Consolidation of existing units with redesignation of degree title(s).
  - d.) Explicit identification of a new program resulting from joint efforts of individual faculty members in several existing programs.
  - e.) Redesignation of unit title (including college or department name) or degree title within existing resources.
  - f.) Includes Major, Option, Minor, Unit, Subspecialty, Secondary Major, Certificate, Associate of Arts Degree, Bachelor's Degree, College or Department name, dual degrees, and cooperative degree.
- 4.) The Board of Regents Policy Manual (Appendix G) includes detailed information for its procedure approving new academic programs.
- 5.) Proposals for new degrees must be submitted to the Board of Regents.

Consequently, new degree proposals must allow time for review in order to meet the Regents' deadline. Normally, the Regents will either approve or disapprove the proposal at its May meeting. If the proposal involves a new program with a budget request, the earliest time that the Regents will consider the budget request for possible approval is at its June meeting. Content of the new degree or program proposal should include the information requested .

6.) Proposals involving the dropping of a degree or program shall follow the applicable procedures of Appendix K of the Faculty Handbook.

7.) A proposal is initiated by a department and Steps 1-3 (Table 1) shall be followed. These and all steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College.

8.) Form B is submitted and accompanies the proposal through all steps.

9.) Other Departments and Colleges possibly effected shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

b. College.

1.) The College shall follow Steps 4-6. If an interdisciplinary program, approval of faculty in all participating colleges is required. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of the Graduate School), if the degree has a course in it numbered greater than 599, or to the Faculty Senate, if the degree has a course in it numbered 599 or less. The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or the Faculty Senate.

2.) CIP Code (+): A CIP Code must be obtained by the College Dean when Steps 4-6\$ are followed for a new curriculum from the Planning and Analysis Office. The CIP Code accompanies the proposal through the change process. Only notification to the Planning and Research Office is needed when the degree is changed or dropped.

c. Graduate Council.

The Graduate Council shall follow Steps 8 and 9 for an undergraduate degree that has a course in it numbered greater than 599. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the Dean of the College if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed to the Faculty Senate.

d. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the College and/or the Graduate Council if the proposal is not approved, and if approved, for forwarding the proposal to University President.

e. University President.

The University President shall follow Step 12. The University President is responsible for forwarding the proposal to the Board of Regents. The University President is responsible for notifying the Faculty Senate if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Board of Regents.

f. Board of Regents.

The Board of Regents should follow Step 13. The Board of Regents is responsible for approval of the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

E. Graduate Degrees and Programs. Steps 1-6 and 8-13 in Table 1.  
New, Drop or Change.

a. Department.

- 1.) Includes: addition, deletion, and name change of a degree.
- 2.) New Degree: Board of Regents identifies the following as new degrees.
  - a.) Establishment of a totally new unit (school, department, institute, center, etc.) requiring facilities, staffing, and funding not currently available.
  - b.) Establishment of a teaching program in a new area of discipline.
  - c.) Extension of an existing and approved program to a higher degree level.
  - d.) Initiation of a new major or subspecialty under an existing degree.
- 3.) Board of Regents identifies the following as new names or designations:
  - a.) Explicit designation of an existing subspecialty within an existing degree.
  - b.) Establishment of a new and separately identified unit on the basis of existing resources.
  - c.) Consolidation of existing units with redesignation of degree title(s).
  - d.) Explicit identification of a new program resulting from joint efforts of individual faculty members in several existing programs.
  - e.) Redesignation of unit title (including college or department name) or degree title within existing resources.
  - f.) Includes Master's Degree, Doctorate Degree, Unit, Subspecialty, Certificate, College or Department name.

4.) A proposal is initiated by a department and Steps 1-3 shall be followed. These and all steps are shown in Table 1. The Department Head is responsible for forwarding the proposal on to the College (Dean of the College). The Department Head is responsible for notifying the department faculty that the proposal has been passed on to the College or that it has not been approved to be passed on to the College.

5.) Other Departments and Colleges possibly effected shall be informed and consulted about the proposed change. A letter indicating any concerns (or lack of concern) from each Department and College consulted must accompany the proposal.

6.) Form B is submitted and accompanies the proposal through all steps.

b. College.

1.) The College shall follow Steps 4-6. If an interdisciplinary program, approval of faculty in all participating colleges is required. The Dean of the College is responsible for forwarding the proposal on to the Graduate Council (Dean of the Graduate School). The Dean of the College is responsible for notifying the college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Graduate Council or the Faculty Senate.

2.) CIP Code (+): A CIP Code must be obtained by the College Dean when steps 4-6d are followed for a new curriculum from the Planning and Analysis Office. The CIP Code accompanies the proposal through the change process. Notification to the Planning and Research Office is only needed when the degree is new or dropped.

c. Graduate Council.

The Graduate Council shall follow Steps 8 and 9. The Dean of the Graduate School is responsible for forwarding the proposal on to the Faculty Senate. The Dean of the Graduate School is responsible for notifying the graduate college faculty if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Faculty Senate.

d. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. The Faculty Senate is responsible for approval of the proposal. The Faculty Senate Secretary is responsible for notifying the College and/or the Graduate Council if the proposal is not approved, and if approved, for forwarding the proposal to University President.

e. University President.

The University President shall follow Step 12. The University President is responsible for forwarding the proposal to the Board of Regents. The University President is responsible for notifying the Faculty Senate if the proposal is not approved, and if approved, for notifying the Faculty Senate Secretary that the proposal has been passed on to the Board of Regents.

f. Board of Regents.

The Board of Regents should follow Step 13. The Board of Regents is responsible for approval of the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

F. Degree Approval.

1. Approval for Associate's Degree, Bachelor's Degree, Master's Degree, and the earned Doctorate Degree.

a. College.

The Dean of the College is responsible for determining the award of degrees and forwarding the list to the Faculty Senate.

b. Faculty Senate.

The Faculty Senate shall follow Steps 10 and 11. All steps are shown in Table 1. The Faculty Senate is responsible for the approval of Degrees.

The Faculty Senate Secretary is responsible for notifying the College of the degrees awarded and those degrees that were not awarded.

2. Posthumous Degree: A student who dies while actively pursuing a degree at Kansas State University may be considered for a Posthumous Degree. The Dean nominates the student for consideration by Academic Affairs and Faculty Senate (Steps 5, 10, and 11). If approved, the degree would be granted and noted on the transcript and the diploma that it is a posthumous degree.

## II. General Operations

- A. Department (Step numbers 1,2,3). Table 1 shows the steps in the change process.
1. The faculty member(s) most clearly associated with the course(s) and/or curriculum(s) change submit(s) the proposal change using the designated form for consideration and review to the Department Curriculum Committee. Consideration should be given to availability of faculty, space, equipment, library facilities, and budget in addition to the desirability of the course content.
  2. If the Department Curriculum Committee approves the proposal(s), the new offering is considered for approval by the department faculty as a whole.
  3. If the Department Faculty approve the proposal(s), then the recommendation is forwarded to the College Course and Curriculum Committee for approval.
- B. College Course and Curriculum Committee (Step numbers 4,5,6), shown in Table 1.
1. The faculty of each college shall determine the method of selection for their Course and Curriculum Committee. A record of that selection process shall be kept on file with the Academic Affairs Committee of the Faculty Senate.
  2. The College Course and Curriculum Committee may reject any or all the proposals; or it may send it back for revision, clarification or modification; or it may approve the proposal. If approved, it is placed on the agenda for the next College Faculty Meeting. The College Dean is kept informed of all developments.
  3. Copies are made with GREEN cover containing the following information:
    - a. Name of College
    - b. All graduate and undergraduate course and curriculum changes. Title: "GRADUATE/UNDERGRADUATE COURSE AND CURRICULUM CHANGES" and the date, time, and location of the meeting.
    - c. The statement: "Departments that may be directly impacted by this proposal have been notified. These departments are: (insert names of departments)." Attach all letters from the impacted departments and areas.
    - d. The statement: "Please provide the sponsors of this proposal any information regarding fiscal or programmatic impact on your department, program, and/or students."
    - e. The following information must be included: Course number, course title, credit hour number, offering time, brief description, and course prerequisites.
    - f. Copies of the GREEN cover proposal are distributed by the Dean's Office with the Chairperson of the College Course and Curriculum Committee to oversee the distribution to the following: all faculty of the college, Academic Deans, Academic Department Heads, Course and Curriculum Chairpersons in every college, Admissions and Records, Faculty Senate Office and members of the Faculty Senate Affairs Committee.
  4. Objections to the course proposals shall be made known to the Dean's Office and to the responsible Department Head. A minimum time period of **10 calendar days** shall accommodate the distribution of the GREEN proposals and to permit

time for campus wide review and feedback of proposals before the College Faculty Meeting.

5. After at least the minimum time period has elapsed, the College Faculty at its meeting may reject, change, request revision and/or clarification, or approve the proposal. If the proposal is approved, then copies of the approved information are made with a **WHITE** cover including the following information:

- a. Title page: "GRADUATE/UNDERGRADUATE and/or COURSE AND CURRICULUM CHANGES, approved by the College of (Name)", approval date, approval time, and approval place.
- b. Approved information.
- c. If there is a direct impact on another Department or unit, a statement shall be included with a brief description of the problem, resolution, and supporting documentation. Attach all letters previously obtained from the impacted departments and areas.
- d. Copies are distributed by the Dean's Office with the College Course and Curriculum providing oversight to: members of Faculty Senate Academic Affairs Committee, Faculty Senate Office, Academic Deans, Academic Department Heads, Office of Admissions, Office of Registrar, Planning and Analysis Office (only for new and dropped curriculums and for new, changed, or dropped degrees), and others by request. Additionally, an electronic copy of the proposals will be provided to the Faculty Senate Office in a format acceptable by the Secretary.

### C. Graduate Council.

1. The Graduate Council receives proposals from the Colleges that concern graduate courses, curriculums, and degrees. Proposals received by the tenth of the month are considered by the appropriate Graduate Council Subcommittee, and if approved, are considered by the Graduate Council the following month. The Graduate Council does not meet in January nor over the summer months.
2. The proposal is forwarded to a Subcommittee of the Graduate Council for recommendation to the Council. If the Subcommittee does not approve the proposal, it will be returned to the originating Department for clarification or additional information. Five of the Council's Subcommittees that consider academic matters and are listed below:
  - a. Standards and Policy Subcommittee: recommends changes to the Graduate Handbook.
  - b. Biological Area Subcommittee: considers graduate course, curriculum, and degree proposals relating to the biological sciences and makes recommendations to the Graduate Council.
  - c. Humanities Area Subcommittee: considers graduate course, curriculum, and degree proposals relating to the humanities and makes recommendations to the Graduate Council.
  - d. Physical Sciences Area Subcommittee: considers graduate course, curriculum, and degree proposals relating to the physical sciences and makes recommendations to the Graduate Council.

e. Social Sciences Area Subcommittee: considers graduate course, curriculum, and degree proposals relating to the social sciences and makes recommendations to the Graduate Council.

3. The Graduate Council may request further clarification, revision, or reject the proposal. If the proposal is approved, it is forwarded to the Academic Affairs Committee of Faculty Senate.

4. Otherwise, when the proposal is approved, it is sent to the Academic Affairs Committee of Faculty Senate.

5. Copies of the Graduate Council Minutes shall be sent to members of the Academic Affairs Committee listing those courses, curriculums, and degrees approved.

#### D. Faculty Senate Academic Affairs Committee.

1. A minimum ten calendar day time period is required between the time the **WHITE** cover material is received by the Committee and the time that it will be considered.

2. Objections to the proposals to be considered by the committee should, if possible, be sent to the Chairperson prior to the meeting at which the proposal will be considered.

3. The Academic Affairs may take any of the following actions:

a. Request that the proposal be returned to the College Course and Curriculum Committee for revision, modification, etc.

b. Accept the proposal with minor changes with the approval of the departments involved.

c. Forward the proposal to Faculty Senate with objections or disagreements, if they cannot be resolved by the Committee.

d. Accept the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting Agenda.

e. Refer to the Provost when resource conflicts cannot be resolved between units.

#### E. Faculty Senate Executive Committee.

The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections.

#### F. Faculty Senate.

1. The Faculty Senate upon consideration of a proposal may take any of the following actions:

a. Reject the entire proposal.

b. Request revision or modification to the proposal.

c. Approve the proposal.

2. All course and curriculum proposals must be approved by Faculty Senate. The Minutes from the Faculty Senate Meeting shall constitute final communication and

official notice of the proposal. Exceptions include those proposals involving: new curriculums, dropped curriculums, new degrees, changed degrees, and dropped degrees (these proposals are forwarded to the University President and the Board of Regents (steps 12 and 13) which occur after Faculty Senate approval). The proposal shall appear in the Course Schedule Booklet and it will be entered in the General Catalog or Graduate Catalog when next printed. The procedure is:

- a. The Department Head inserts the changes in the Course Schedule Booklet and allocates the necessary instructional space and equipment.
- b. The Assistant College Dean responsible for updating the catalogs makes the needed changes.
- c. The Faculty Member notifies the University Library, the bookstores, and other suppliers of the items required and the date needed.

G. University President.

Upon approval of a proposal, the President of the University forwards the proposal to the Board of Regents.

H. Board of Regents.

1. The Academic and Extension Committee of the Board of Regents receives the proposal. After a one-month waiting period, the Committee makes a decision. If approved, the proposal is forwarded to the Board of Regents.
2. The Board of Regents may take any of the following actions:
  - a. Reject the proposal without conditions.
  - b. Refer the proposal back for revision, modification, or clarification.
  - c. Approve the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

### III. Procedure for Considering Matters of University Academic Policy

The following information is provided to promote and ensure an orderly and consistent introduction, dissemination, information gathering, and decision making process regarding matters of policy or criteria affecting courses, curriculum, degrees and other academic matters. The information in this section augments the procedures for proposals regarding courses, curriculums, and degrees.

#### A. Submission of Proposals to Academic Affairs Committee.

Any individual or group of standing in the university community (i.e. task forces, Student Senate, faculty, committees, administrators, departments, and interdisciplinary programs) may submit a proposal.

1. The Chair of the Academic Affairs Committee shall be contacted to either place the item on the Academic Affairs Committee Agenda or refer the item to the appropriate group for consideration.
2. The individual or group submitting the proposal should be prepared to verify that consultation has taken place with appropriate of affected parties.

#### B. Proposal Review by Academic Affairs Committee.

The Academic Affairs Committee, after consideration of a proposal, may take any of the following actions.

1. Reject any or all of the proposal.
2. Refer to another appropriate group.
3. Receive the proposal and sent it back for revision, clarification or modification.
4. Receive the proposal and proceed with consideration. After consideration, Academic Affairs Committee may proceed to a vote on the proposal to forward it on to Faculty Senate. Or the Academic Affairs Committee may further review the proposal. Academic Affairs will determine the review process for each proposal that may follow some or all of the guidelines below:

- a. Academic Affairs Committee may appoint an ad hoc committee to facilitate a public hearing and report findings back to the Academic Affairs Committee. Once the date, time, and location of the hearing have been decided, the ad hoc committee shall advertise it widely - Examples for advertising include: the KSU Printing Service Distribution for faculty and administrators, send notice to the Student Executive Committee, make an announcement in the Collegian, post on the Faculty Senate Internet Home Page, among others as appropriate.

- b. Copies of the proposal are made by the sponsor with a **GREEN** cover (copying on both sides of the paper). Contents of proposal shall include:

- 1.) Cover: Name of the sponsoring individual or group, title of the proposal, date of public hearing, time of public

hearing, place of public hearing ,name of proposal sponsor with phone number and e-mail address.

2.) Proposal text: Rationale for proposal, actual proposal, supportive documentation and data (if any) relating to implementation and impact of the proposal, other pertinent information, and proposed effective date.

3.) Distribution of proposals: Copies of the proposal are distributed by the sponsors as directed by Academic Affairs. Examples of distribution may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar' Office, Academic Department Heads, Course and Curriculum Chairpersons in every college, the Provost, and other offices or individuals as appropriate.

**c. This is the time at which any comments of support or objections should be made known to the sponsors. A minimum of 10 calendar days is required between the GREEN cover distribution and any hearing to permit time for campus-wide review and feedback.**

d. The sponsors (and the ad hoc committee if appointed by Academic Affairs) shall prepare a final report for consideration by the Academic Affairs Committee which will have a **WHITE** cover. Contents of the report will include the following:

- 1.) Original proposal.
- 2.) Sponsor name followed by the wording "in conjunction with an ad hoc committee of the Academic Affairs Committee of Faculty Senate."
- 3.) Date, time, and place that Academic Affairs will consider the proposal.
- 4.) Names, phone numbers, and e-mail addresses of the sponsors and the Chair of the Academic Affairs Committee ad hoc committee.

e. Copies of the final report with WHITE cover will be directed by the Academic Affairs Committee and may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar's Office, Academic Deans, Academic Department Heads, Course and Curriculum Chairpersons i every college, the Provost, and other offices and/or individuals as appropriate.

**f. A minimum of 10 calendar days is required between the time the WHITE cover proposal is received by the Academic Affairs Committee and the time it will be considered. Objections shall be sent in writing to the Academic Affairs Committee Chair prior to the Academic Affairs Committee meeting when the proposal will be considered.**

5. The Academic Affairs Committee considers and acts on the proposal with one of the following outcomes:

- a. Reject the proposal.
  - b. Return the proposal to the sponsor(s) for additional revision, modification, etc.
  - c. Approve the proposal as submitted and forward it the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting Agenda.
  - d. Approve the proposal with minor modifications and forward it to the Faculty Senate Executive Committee.
  - e. Receive and forward the proposal on to the Faculty Senate Executive Committee, with objections or commentary.
6. Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The Executive Committee may request minor clarification or editorial corrections to the proposal. From this point and onward, the standard procedures for courses and curriculums shall be followed. See "F. Faculty Senate," under "II. General Operation Steps."

# Form A Proposed Course Changes

Department: \_\_\_\_\_  
 Date Submitted by Department Faculty: \_\_\_\_\_  
 Signature of Department Head: \_\_\_\_\_

<p><b>Undergraduate:</b>          ___ New ___ Change ___ Drop</p> <p>           Approv. by Dept. Fac: _____ Date: _____            Approv. by C. &amp; C. Com: _____ Date: _____            Approv. by Col. Fac: _____ Date: _____            Approv. by Gen. Ed. Tk. F: _____ Date: _____            Approv. by Fac. Sen: _____ Date: _____         </p>	<p><b>Graduate:</b>          ___ New ___ Change ___ Drop</p> <p>           Approv. by Dept. Fac: _____ Date: _____            Approv. by C. &amp; C. Com: _____ Date: _____            Approv. by Col. Fac: _____ Date: _____            Approv. by Gen. Ed. Tk. F: _____ Date: _____            Approv. by Grad. Coun. Subc: _____ Date: _____            Approv. by Grad. Coun: _____ Date: _____            Approv. by Fac. Sen: _____ Date: _____         </p>
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**Course Description:**

1. **New Course:** (Include brief outline including major topics or syllabus, semesters to be offered, credit hours and if a General Education course.)
2. **Drop or Changed Course:** (Include catalog description (including both new and old descriptions for changed courses), semesters taught, and credit hours.)
3. **Basic requirements met by course:** (Needed if new or changed course.)

**Faculty Member(s) Responsible for Course:** (Name, highest degree, phone, e-mail, whether or not a member of the Graduate Faculty)

**Rational for Proposed Action:**

1. **New Course:** (State reasons for the new course and how it fits into the curriculum. Include why course may meet particular basic requirements. If a General Education course, attach a completed template)
2. **Changed Course:** (If a changed course, Include original description and the changed description along with the reasons for the proposed action.)
3. **Dropped Course:** (Give the reason for the proposed action.)

**Semester Date When Proposed Change Occurs:**

**Department Contact Person:** (Name, phone, e-mail)

**List Other Colleges and Departments that Proposal May Affect and How it will Impact those Departments:** (College(s)/department(s), contact person in those college(s)/department(s), date of contact(s), response(s) from those college(s)/department(s) in writing.)

**Note: Original proposal must be sent to the Dean's Office —**

Form B

COURSE/CURRICULUM/DEGREE APPROVAL CHECK LIST

to be completed and submitted to Faculty Senate Academic Affairs Committee when requesting approval for any degree or program offering changes which require approval beyond the Faculty Senate (See Sequence Chart). Approval, where required, should be obtained in the sequence listed below.

Signatures

Approval date

\_\_\_\_\_  
Designated Representative, Departmental Faculty

\_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_

\_\_\_\_\_  
Chair, College Course & Curriculum Committee

\_\_\_\_\_

\_\_\_\_\_  
College Dean

\_\_\_\_\_

\_\_\_\_\_  
Designated Representative, College Faculty

\_\_\_\_\_

\_\_\_\_\_  
Chair, Graduate Council Subcommittee

\_\_\_\_\_

\_\_\_\_\_  
Dean, Graduate Faculty

\_\_\_\_\_

\_\_\_\_\_  
President, Kansas State University

\_\_\_\_\_

\_\_\_\_\_  
Chair, Faculty Senate Academic Affairs Committee

\_\_\_\_\_

\_\_\_\_\_  
Chair, Faculty Senate Executive Committee

\_\_\_\_\_

\_\_\_\_\_  
President, Faculty Senate

\_\_\_\_\_

\_\_\_\_\_  
Chair, Council of Chief Academic Officers

\_\_\_\_\_

\_\_\_\_\_  
Chair, Council of Presidents

\_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Regents Ac. & Ext. Committee

\_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_