Kansas State University – Faculty Senate
Decision Tree for Course/Curriculum Changes
For selection of appropriate form(s) and procedure(s)

When you wish to modify to any course, academic plan or degree program, various different procedures must be followed based upon the type of change desired. The simple decision tree below will assist you in selecting the appropriate forms to complete and determining whether the change will require an Expedited or Non-expedited procedural path.

For more detailed information and instructions, consult the instruction manual “Approval, Routing and Notification Procedures for Course and Curriculum Changes” and all appendices, online at: http://www.k-state.edu/registrar/ccap/.

**CHOOSE 1, 2 or 3:**

1. This is a new course or new program proposal...
   - New Course – Use Appendix A
     - Non-expedited
   - New Program – Use Appendix D
     - Non-expedited

2. This is a revision of an existing course, curriculum or program ...
   - This action is to DISCONTINUE a course only- Use Appendix B
     - If this change does NOT affect other colleges - Expedited
     - If this change DOES affect other colleges - Non-expedited

3. This proposal combines existing programs into a single program ...or divides an existing program into several programs –
   - Use Appendix D
     - Non-expedited
     - If revision is minor and does not impact other colleges –
       - Use Appendix C if revising a course; Appendix D if revising curriculum.
       - Expedited
     - If revision impacts another college or changes total required credits for graduation –
       - Use Appendix C if revising a course; Appendix D if revising curriculum.
       - Non-expedited