**CURRICULAR CHANGE APPROVAL PROCESS**

The process of curricular change has several steps. A **course proposal** can take approximately two months after it has been approved by a dean’s office to go through the process. **Program proposals** can take significantly longer. Proposals are addressed in the order in which they are received. Proposals for courses to be offered in the spring semester should be submitted to the Provost no later than October 1st of the previous semester. Proposals for the fall semester should be submitted no later than March 1st of the previous semester in order to give time for the process to work. The process can be tracked by looking at the Course Proposal Tracking excel work sheet at V:/PROVOST OFFICE

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**Department**
- Propose curricular changes.
- Complete the course change form located on the Curricular Committee web page at: www.morrisville.edu/CollegeSenate
- Forward the form to the School Dean.

**School Dean**
- Review forms for completeness and clarity.
- Approve changes, resolving any interdepartmental conflicts.
- Forward forms to the Provost’s Office.

**Provost's Office**
- The Provost approves minor changes, forwards major changes to the Academic Council.
- Approved changes are sent to the Registrar's Office and/or System Administration.

**Academic Council**
- Review forms for completeness and clarity.
- Approve changes, discussing and resolving any interschool conflicts caused by the changes.
- Forward approved changes to the Chair of the Curriculum Committee.

**Curriculum Committee**
- Review forms for completeness and clarity.
- Meet with and discuss changes with appropriate faculty/staff members.
- Approve courses, resolving any curricular issues or concerns of the faculty/staff.
- Forward recommendations as a motion to the full College Senate.

**College Senate**
- Review changes based on recommendations from the Curriculum Committee.
- Forward approved changes to the Provost’s Office.
- Further review by the Academic Council may be necessary if the proposed changes forwarded to the Curriculum Committee were modified in any way.

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