

## Academic Catalog Changes

Curriculum changes at Mayville State University are initiated and approved within the Curriculum Committee. Faculty Senate is responsible for continued evaluation of the academic requirements of the University and final approval.

The Curriculum Committee receives requests for graduate and undergraduate curriculum changes from the division chair or a faculty member with the division chair's approval. A brief, written description of requested changes, including a rationale for the request and impact on the department and other departments will be submitted through Smart Catalog within five business days prior to next scheduled meeting. Either the division chair, or said faculty member with chair's approval, will attend a curriculum meeting to present the request.

If the Curriculum Committee approves the request, the request will be forwarded to Faculty Senate for final approval. Recommendations receiving a unanimous vote from the Faculty Senate will be forwarded to the Registrar for implementation.

If not unanimous by the Faculty Senate, the request must be presented at the next Faculty Association meeting. The division chair is responsible for making any required changes through Smart Catalog. These revisions need to be completed three business days prior to the next scheduled Curriculum Committee meeting.

The responsibility of each member of the Curriculum Committee is to ensure that changes fall within the MSU mission and vision statement, strategic plan, and enhance the quality of programs without jeopardizing other programs. Curriculum Committee members are required to review submissions and be prepared with any questions or concerns for agenda items.

MSU standards:

**Major:** 32-42 Credits

**Composite Major:** 52-75 Credits

**Minor:** 18-30 Credits

**Certificate:** at least 9 credits (UGRD) and 8 credits (GRAD) or up to one year of study or less

**Certificate of Completion:** non-credit course of study of less than 9 credits (UGRD) and less than 8 credits (GRAD)

**Concentration:** should not exceed the minimum for a minor

**Baccalaureate Degree:** minimum 120 credits and at least 30 upper level credits

**Associate Degree:** minimum 60 credits

### Curriculum Change Procedures for New Programs

In addition to completing the steps above, faculty work with the VPAA to follow [SBHE Policy 403.1](#) and [NDUS Procedures 403.1 A-F](#) to submit a new [program exploration request](#) follow by a [new program request](#) for approval by the State Board of Higher Education and relevant NDUS and SBHE groups (e.g., Academic Affairs Council, SBHE Academic and Student Affairs Committee). Only the VPAA can submit these requests to the Vice Chancellor for Academic and Student Affairs.

## Curriculum Approval Dates

Please review your department description and course information carefully and submit changes early to assure **inclusion in the Academic Catalog**.

**October 15** is the deadline to turn in Academic Catalog change requests to the Curriculum Committee that require approval by the State Board of Higher Education of the Chancellor.

These requests include:

- New programs;
- Title changes (department, degree, prefix);
- Program terminations; and,
- Program suspensions.

**December 31** is the deadline to turn in requests to the Curriculum Committee for all other curriculum changes that require Faculty Senate approval.

These requests include:

- New Courses
- Course Deletions
- Program Change
- Course Change

**Essential Studies:** Essential Studies Course requests

- Course submissions (new course seeking ES category approval or existing course seeking new or additional category approval) will only be implemented at the beginning a fall semester.

**Effective Date of Changes:** Programs and courses can take effect at different times during the academic year.

- New courses or changes to existing courses go into effect at the beginning of a full semester.
- New programs and edits to existing programs go into effect the fall of each academic year.

**Adopted:** May 2020

**Updated:** June 2023

**Sponsor:** Vice President for Academic Affairs