Curriculum Change Routing/Approval Guidelines

Approved by NCSC 10/2/2019

	Change or Action Being Requested	Dept	Registrar	Assoc. Dean	NCSC	Cur Com	EC	Full Faculty
	Routing/Approval Process							
	Changes due to Registrar by November 1, 2020							
Changes effective following academic year.	Propose new course	X	X		X			
	Drop course from curriculum	X	X					
	Prerequisite change (add or edit).	X	X					
	Change number, description or title*	X	X					
	Increasing/decreasing the credits for a course	X	X		X			
	Add a Holt gen ed or CLA competency (XCMP)	X	X		X			
	Edit introductory major/minor catalog text/description.	X	X					
	Changes due to CC chair by start of spring semester							
	Adding a program, major or minor#	X				X	X	X
	Dropping a program, major or minor	X				X	X	X
	Changing/updating program, major or minor	X				X		
Changes effective upon approval.	**Other Due Dates**							
	rFLA, RCC, Honors. Due by February 15	X		X				
	Maymester. Due by February 15	X			X			
	Intersession. Due by September 15	X			X			
	Topics courses. Due by published schedule edit deadline	X	X					

*course description changes that result in an increase or decrease in course number will need to be approved by department and NCSC. Consult the registrar regarding the appropriate approval channels.

Any new programs/degrees, substantive changes to degrees, or program discontinuations need to be reviewed with appropriate Dean(s) and the Provost before coming to curriculum committee per College Policy KI 1003 Creation, Revision, and Closure of Academic, Non-Credit, and Collaborative Programs.