



BOISE STATE UNIVERSITY

University Policy 4050

Minor Curriculum Change Procedures

Effective Date

July 1978

Last Revision Date

September 2009

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Office of the Registrar, (208) 426-4249

Scope and Audience

This policy applies to the addition or deletion of courses in the Boise State University catalog; the addition or deletion of courses in a curriculum requirement; the change of a course number; the change of credits of a course; the addition or deletion of curriculum; the addition or deletion of “G” or “g” (graduate credit) to existing undergraduate courses; addition or deletion of a minor in an existing Bachelor’s degree program; any other changes in curriculum requirements. This policy also applies to options and areas of emphasis to existing programs or change in title. However, please note the latter requires preparation of a Notice of Intent form.

1. Policy Purpose

To provide the procedure by which curriculum can be changed.

2. Responsibilities and Procedures

2.1 General Procedures

- a. Proposed changes will be instituted by an individual faculty member or department through departmental authorization. The department chairperson will then contact the department's college or division curriculum committee representative or the graduate dean if the changes involve a graduate course or curriculum. These representatives supply information relative to exact college or divisional procedures for processing the change.
- b. Proposed changes shall be submitted with a Curriculum Change Request form or Notice of Intent form which must be signed by the appropriate individuals as designated on the form.

2.2 Committee Routing

- a. All changes to undergraduate curriculum go through the following channels for review and approval:
 - (i.) Department Curriculum Committee
 - (ii.) College or Division Curriculum Committee
 - (iii.) University Curriculum Committee
 - (iv.) Provost and Vice President for Academic Affairs
 - (v.) State Board of Education
- b. All minor changes to graduate curriculum must go through the following channels for review and approval:
 - (i.) Department Curriculum Committee
 - (ii.) College Graduate Curriculum Committee (if there is one)
 - (iii.) Graduate Council
 - (iv.) Provost and Vice President for Academic Affairs

(v.) State Board of Education

2.3 Procedure for Changes not Requiring Notice of Intent to State Board of Education

Any change not requiring Notice of Intent to the State Board of Education may be sent directly to the Provost and Vice President for Academic Affairs by the University Curriculum

Committee or Graduate Council at the committee's discretion. The Faculty Senate may review all such actions.

Revision History

July 1995; September 2009