

# The Senate of Michigan Technological University

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**Superseded**

## **PROPOSAL 2-73**

### **COURSE CHANGE POLICY**

#### **I. PURPOSE OF PROCEDURE**

The intent is to make explicit and generally understood the means whereby course and curricula changes are accomplished.

- A. The procedures for course changes should be such as to facilitate curricular modification to meet the needs of a rapidly changing body of knowledge.
- B. Course content and relevance are best evaluated by the academic departments originating a course change.
- C. A course may be best evaluated after it has been taught.
- D. All courses should be reviewed periodically to evaluate their relevance to the university curriculum.

#### **II. TYPES OF CHANGES**

Course additions, course deletions, and curricula changes included here are those which customarily have been reviewed by the University Curriculum Committee. They exclude minor changes in catalog copy which are accomplished by departments directly. Also excluded are changes in degree programs which fall under Senate Policy 10-70.

#### **III. PROCEDURES**

- A. Proposed course changes and additions shall be initiated by appropriate faculty with assistance from their department head. After investigating potential overlap with courses taught within the college and in other departments of the university, the department head shall present the course to the departmental faculty for their review and approval.
- B. Approval by appropriate departmental faculty shall henceforth constitute provisional approval for any course.
- C. Prior to being offered, a catalog description and content outline of provisionally approved courses shall be transmitted to all academic advisors, department heads, deans of schools and colleges, and the Vice-President of Academic Affairs.

- D. In order to prevent unnecessary overlapping of departmental course offerings, other departments may at any time initiate review of a potentially overlapping course through the Vice-President of Academic Affairs.
- E. Courses may be offered during any quarter following provisional approval, and shall be listed in the next regular edition of the University Catalog.
- F. The Vice-President of Academic Affairs, with the advice of the University Curriculum Review Committee, the Graduate Council, and relevant departmental faculties may undertake a periodic review of all university courses. Provisionally approved courses shall be reviewed for final approval after being taught at least twice.

#### **IV. COMMITTEES**

The University Curriculum Review Committee shall be appointed by the Vice-President of Academic Affairs and will serve in the advisory capacity to him. The separate Curriculum Committee for two-year programs in Applied Technology shall operate as a departmental course review committee. The Graduate Council will continue to review all courses carrying 500 or 600 designation.

**Proposal Referred Back to Committee by Senate: 23 May 1973**  
**Replaced by Proposal 6-74 which was rejected by Administration**  
**See Proposal 2-75**