Important Considerations

- **Step 6 below:** Proposals must be received by the Curriculum Coordinator by December 1st to expect final approval by early March 2018. Please allow sufficient time to work through steps 1-5 below. Proposals received after the Dec. 1 deadline may not have sufficient time to make it through the approval process.

- Access current curriculum forms from Records & Registration Faculty Resources web page at [http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/](http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/)

- Access updated program information in the updated 2017-18 online catalogs at [http://www.bemidjistate.edu/academics/catalog/](http://www.bemidjistate.edu/academics/catalog/)

- Expect that the length, complexity, novelty, and completeness of the proposal will affect the duration of various steps in the approval process. For example, new programs or proposals with significant changes may require several conversations between relevant offices (in bold below).

- Address questions regarding the curriculum process to the Curriculum Coordinator: Bridget Tews at catalog@bemidjistate.edu by phone at 218-755-2031.

Effective Date

Proposals must receive final approval (steps 11 or 13 completed) by the FIRST WEEK IN MARCH 2018 to become effective Fall 2018. This is to ensure that the online catalogs match up with students’ Fall 2018 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address at bottom of this page). Departments are cautioned against publicizing and recruiting for new/modified programs until they are certain of the program's effective date.

Proposal Approval Process

1. **Faculty member** submits proposal to department Chair

2. **Department’s faculty** reviews and approves proposal recommendations.

3. **Chair** reviews, informs other affected departments, attaches comments, if any, signs, then forwards to Curriculum Coordinator who logs the proposal and then forwards to the appropriate Dean

4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; meets with Academic VP as appropriate; tables, returns, or approves; signs, then forwards to Academic Affairs

5. **Academic Affairs** logs in and checks briefly; consults with proposer/Dean as appropriate; then forwards to Curriculum Coordinator

6. **Curriculum Coordinator** emails proposer and chair re: receipt of proposal; requests e-copy (**MS Word format**) document of proposal, reviews for completeness and consistency; then queries proposer or forwards to Curriculum Committee (and/or Grad, Teacher Ed, Lib Ed Committees, as appropriate)

   **Note:** New Programs may also need to be reviewed by the Financial Aid Director for Financial Aid reasons.

7. **Curriculum Committees** review, then queries proposer or approves

8. **Curriculum Coordinator** forwards to Faculty Association and Fac_Staff_L

9. **Faculty Association** approves or tables

10. **Curriculum Coordinator** forwards to the Provost and Vice President for Academic and Student Affairs

11. **Academic VP** grants final BSU approval or consults further with proposer/Dean; then sends response memo to the Chair and Dean. New programs require additional approval by MnSCU.

12. **Curriculum Coordinator** submits New Program to MnSCU via Program Navigator

13. **MnSCU** grants final approval on new programs

To track your proposal's progress from #s 6 through 12 above, view the Curriculum Proposal Progress Chart at