Important Considerations for a Fall 2019 (August 2019) implementation:

- Proposals must be received by the Curriculum Coordinator (Step 6 below) by December 1, 2018 to expect final approval by early March 2019. Please allow sufficient time PRIOR to this date to work through steps 1-5 below. Proposals received after the Dec. 1 deadline may have insufficient 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/

- Access current program information in the 2018-19 online catalog at 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: Robin Gullickson at catalog@bemidjistate.edu by phone at 218-755-4248.

Effective Dates

Proposals must receive final approval (steps 11 or 13 completed) by the FIRST WEEK IN MARCH 2019 to become effective Fall 2019. This is to ensure that the online catalogs match up with students’ Fall 2019 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 13 below). 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.

3a. Chair reviews, informs other affected departments, attaches any comments, and signs the printed proposal

3b. Chair forwards printed proposal to Curriculum Coordinator (Robin Gullickson | Records Office – Box 12 | ext. 4248) who will log the proposal and deliver to the appropriate Dean (within 2 business days)

*NOTE* Proposals should be received by the Dean 6 weeks prior to the 12.1.2018 submission deadline

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 consults with proposer/Dean as appropriate; then forwards to Curriculum Coordinator

*NOTE* For a Fall 2019 implementation date, a proposal must be at step 6 by 12.1.2018.

6. Curriculum Coordinator emails proposer and chair re: receipt of paper 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, queries the proposer or approves

8. Curriculum Coordinator forwards to Faculty Association and Fac_Staff_L after all committees have approved

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 Minnesota State.
12. **Curriculum Coordinator** submits New/Revised Programs as needed to Minnesota State via Program Navigator

13. **Minnesota State** grants final approval as needed

To track your proposal's progress from #s 3b through 12 above, view the Curriculum Proposal Progress Chart at http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/

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**Curriculum Process and Deadlines for Spring 2020 Implementation**

### Important Considerations for a Spring 2020 (January 2020) implementation:

- **Proposals must be received by the Curriculum Coordinator** ([Step 6 below](#)) by **July 1, 2019** to **tentatively** receive approval in September 2019. Please allow sufficient time PRIOR to this date to work through steps 1-5 below. Proposals received after the July 1 deadline may have insufficient time to make it through the approval process.

- Due to the extremely tight timeline for Spring 2020 student registration/catalog publication, proposals MUST be approved by the October Faculty Association meeting in order to be effective Spring 2020. Therefore, the proposal must be approved by all applicable curriculum committees (curriculum, liberal education, teacher education, and/or graduate) no later than September 25, 2019.

- 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 current program information in online catalog 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: Robin Gullickson at catalog@bemidjistate.edu by phone at 218-755-4248.

### Effective Dates

Proposals must receive final approval (steps 11 or 13 completed) by the **FIRST WEEK IN OCTOBER 2019** to become effective **Spring 2020**. This is to ensure that the online catalogs match up with students’ Spring 2020 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 13 below). **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.

3a. **Chair** reviews, informs other affected departments, attaches any comments, and signs the printed proposal

3b. **Chair** forwards printed proposal to **Curriculum Coordinator** (Robin Gullickson | Records Office – Box 12 | ext. 4248) who will log the proposal and deliver to the appropriate Dean (within 2 business days)

*NOTE* **Proposals should be received by the Dean 6 weeks prior to the 7.1.2019 submission deadline**

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** consults with proposer/Dean as appropriate; then forwards to Curriculum Coordinator

*NOTE* **For a Spring 2020 implementation date, a proposal must be at step 6 by 7.1.2019.**
6. Curriculum Coordinator emails proposer and chair re: receipt of paper 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, queries the proposer or approves

8. Curriculum Coordinator forwards to Faculty Association and Fac_Staff_L after all committees have approved

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 Minnesota State.

12. Curriculum Coordinator submits New/Revised Programs as needed to Minnesota State via Program Navigator

13. Minnesota State grants final approval as needed

To track your proposal’s progress from #s 3b through 12 above, view the Curriculum Proposal Progress Chart at http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/