BSU Curriculum Forms **Proposal Summary
and Signature Form**

(last updated 9.13.22)

Use this form to:
**Create your proposal summary and sign the proposal**

The ‘packet contents’ section below will be completed by the curriculum coordinator.

**Proposer:** Please scroll down to next page to begin

Curriculum Proposal

 **22-23 #**

|  |
| --- |
| **Packet Contents** |
| 1.1 *Summary* |
|  |
| *Course Modification(s)* |
| 1.xx |
|  |
| *New Course(s)* |
| 1.xx |
|  |
| *Course Drop(s)* |
| 1.xx |
|  |
| *Program Modification(s)* |
| 1.xx  |
|  |
| *New Program(s)* |
| 1.xx |
|  |
| *Program Drop(s)* |
| 1.xx |
|  |
| 1.xx *Signatures* |

|  |  |
| --- | --- |
| Curriculum Packet Number (Assigned by Curriculum Coordinator) |  |
| **College** | [ ]  College of Arts, Education and Humanities[ ]  College of Business, Mathematics and Sciences[ ]  College of Individual and Community Health[ ]  Other: Academic Affairs |
| **Department** | Choose an item. |
| **Proposers Name and Position** |  |
| **Summarize the modification(s) and/or new curriculum you propose.** |  |
| **How will the proposed changes work to students’ advantage?** |  |
| **Modifications proposed** | [ ]  Course Modification(s) | How many? \_\_\_\_\_\_[ ]  New course(s) | How many? \_\_\_\_\_[ ]  Course Drop(s) | How many? \_\_\_\_\_[ ]  Program Modification(s) | How many? \_\_\_\_\_[ ]  New Program(s) | How many? \_\_\_\_\_[ ]  Program Drop(s) | How many? \_\_\_\_\_ |
| **These modifications affect** | [ ]  Core Curriculum[ ]  Graduate Curriculum[ ]  Teacher Licensure Program(s)[ ]  Undergraduate Curriculum |

### Signature Page

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer Title Date

*Proposer: Once form is signed/saved, email entire curriculum packet to the department chair for review.*

 **Note: "All departmental recommendations [on curriculum] must be reviewed and approved by the department's faculty."--IFO/MnSCU Master Agreement 2009-2011, 20.A.3 (p. 80).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept or Program Date
*Chair: Once form is signed/saved, email entire curriculum packet to* *catalog@bemidjistate.edu* *to be logged into the Curriculum Proposal Progress Chart. The Curriculum Coordinator will route the packet to the Dean for review.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Date
*Dean: Once form is signed/saved, email entire curriculum packet to the curriculum coordinator at* *catalog@bemidjistate.edu* *. The curriculum coordinator will route the packet to Academic Affairs for review.*

----------------------------------------------------------------------------------------------------------------------------------------------------------------

 **Academic Affairs** Pre-review of proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Affairs eSignature Date

Academic Affairs: Once you have reviewed the proposal and are ready for it to continue through the curriculum process, please email the entire packet and this digitally signed Signature page to catalog@bemidjistate.edu