

Standard Operating Procedures for CFR Course Proposals and Modifications

1. All proposals must be in the correct format and include all components required by the UCCC including the Course Cover Page (with signature lines for Department Head, CFR-CC chairperson, Dean/Associate Dean, UCCC chairperson, Chair of MSU Graduate Council, Chair of Deans' Council).
2. The proposals must include a letter of support from the Department's faculty (e.g., Chair of Department's Curriculum Committee), be approved and signed by the department head, and then submitted to the CFR-CC chairperson. Proposals directed to the CFR-CC chairperson should be submitted electronically with one hard copy including the original signed by the Department Head.
3. The CFR-CC chairperson will distribute the electronic copies to the CFR-CC. The hard copy will be retained by the CFR-CC chairperson.
4. Proposals must be submitted to the CFR-CC chairperson AT LEAST 1½ weeks before the UCCC deadline. Multiple proposal submissions must be received by the chairperson at least 2 weeks before this deadline. Some proposals can be considered emergencies, but these need to be the exception, not the norm.
5. The CFR-CC will review and report all comments/concerns on the proposal(s) to the CFR-CC chairperson. The chairperson will communicate these comments/concerns to the Department Head who will address the issue(s) accordingly.
6. Department Head will return the proposal(s) to CFR-CC chairperson with completed revisions addressing earlier comments/concerns or with an explanation for lack thereof. The CFR-CC and chairperson will review the revised proposal(s) or explanation for lack of revision. The CFR-CC and chairperson will endorse the changes/explanation or return the proposal(s) for further revision/explanation until CFR-CC endorsement ensues.
7. After the proposal(s) is endorsed by the CFR-CC, the CFR-CC chairperson will sign the Cover Page and send to the Dean's office for review and signature by the Dean or his/her designee (e.g., Associate Dean).
8. When signed, the Associate Dean's Office will maintain a copy for the office file, a copy will be sent to the CFR-CC chairperson, and the original will be forwarded to the department.
9. The department will be responsible for making all copies ($n = 35$ for undergraduate and undergraduate courses) required by the UCCC and submitting the original, an electronic file, and copies to the UCCC office.
10. The Associate Dean and Department will retain a file of all course additions/modifications approved and signed by UCCC and other MSU officials.