

Course revisions (including new courses)

To see a list of forms related to the course revision process, please visit the [“forms” section](#) of the MSUN Provost’s webpage. To make course revisions, follow the steps outlined below. Unlike program revisions, course revisions do not need BOR approval.

- Changing a catalog description -
- Adding a prerequisite to a course -
- Deleting a course from the catalog -
- Changing a prefix for a course -

Core steps for all course revision processes

1. Fill out the [Course Revision Form](#) and submit it to the college dean/admin.
Note: In some cases, a course may be required by a degree outside the subject area (e.g. PSYX 230 is a required course in Elementary Education). If so, then consult with faculty in that program area, as a change to the course may require them to complete a Program Revision Form.
2. Your proposal must be approved by the college faculty and signed by the college dean and you (the proposal originator) before it is submitted to the Academic Senate (AS) secretary.
3. The AS secretary will forward your proposal to the appropriate AS committee/s (curriculum and/or gen ed). If approved, it is sent to any additional committees, the Provost, and the Chancellor for approval.
Note: If it is disapproved within the AS process, the [Proposal Tracking Sheet](#) outlines the process for challenging a disapproval. In many cases, only minor corrections are needed for a proposal to be approved, and the Chair of the committee that has disapproved will either contact the originator directly, or send the proposal back with a blue correction request sheet attached.

- Changing a course title -

1. Check the Montana University System’s [Common Course Numbering page](#):
 - a. If the course is “flocked” (e.g., WRIT 101), you may not change the title (e.g. “Introduction to Writing”) to something else.
 - b. If the course is not flocked, make sure that the title you’ve chosen is not the title of a different flocked course.

2. Complete the core steps above.

- Proposing a new course -

1. Determine your course outcomes.
2. Check the Montana University System [Common Course Numbering page](#) to see if a course already exists within the CCN with 80% or more overlapping outcomes. If that course already exists in the CCN, you will use that course prefix, number, and title in your course revision form. If it is not in the CCN, you will use the prefix and a generic number, such as PSYX 2XX. The registrar will assign a number if the course is approved.
3. Complete the core steps above.

- Adding a new or existing course to a gen ed category -

1. Determine your course outcomes.
2. Read the [General Education Course Inclusion Policy](#) and ensure that your course's outcomes align with the chosen Gen Ed category's outcomes by 80% or more.
3. Complete the core steps above, but instead of the revision form, use the [Request for Inclusion in the General Education Core form](#).

Note: If you are proposing a new course that you also want to have included in the General Education core, you must submit both the Course Revision form and the Request for Inclusion in General Education Core form.

General Considerations

- It can take quite some time before proposals will cycle through the entire approval process (i.e., up to a year). Submit the paperwork as early in the academic year as possible. See the (outdated but generally still applicable) [Academic Senate's curriculum flowchart](#).
- With the current process, it is (unfortunately) not easy to track the status of your submission. Understand that you may have to advocate for the efficient processing of your proposal.
- Changes go into effect during the next academic catalog after final approvals have been received, rather than immediately after approvals are attained.