Guidelines for Level of Review for Curriculum Changes
Approved: April 23, 2014, Updated: November 22, 2016

These guidelines are intended to help faculty and staff know what type of review will be required for course and curriculum changes.

Minor Changes
The lists of minor changes are maintained by the Curriculum and Programs Committee (CPC).

**Minor Course Changes**
Minor course changes require only the approval of the Department Head and Associate Provost. Minor course changes include:

- Change of instructor
- Change of class format (e.g., from “lecture” to “blended”)¹
- Change in title (with approval from Common Course Numbering, if required)
- Minor change in course description (cannot substantively change the content of the course)

The following are not considered minor changes: a change in the number of credits associated with a course, a change in course pre-requisites that makes it more difficult to enroll in the course, or removal of a course from the MSU catalog.

*NOTE: Changes in meeting time or location are made using a Scheduled Section Changes form from the Registrar’s Office, but impacted departments and colleges should receive timely notification of the change.*

**Minor Curriculum Changes**
Minor curriculum changes require only the approval of the Department Head and Associate Provost. Minor curriculum changes include:

- Adding or removing existing courses from a list of electives
- Changing the order of required courses

Course deletions and other changes that cannot be described as minor are considered *substantive changes*.

**Substantive Course and Curriculum Changes**
The level of review required for substantive changes is dependent upon the *scope* associated with the course(s) being deleted or changed. The scope of a course depends on the target audience of the course:

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¹ Changes to courses listed on the Schedule of Classes is made using a Scheduled Section Changes form from the Registrar’s Office. CIM is used to change the class format for future course offerings.
- **Department Scope** – courses typically taken only by students in the department that offers the course
- **College Scope** – courses typically taken by students in multiple departments, but only within the college that offers the course
- **University Scope** – courses typically taken by students in multiple colleges

Data from course enrollment statistics would be used to determine the scope of a course. For example:

- If more than 90% of the students enrolled in a course are from the department that offers the course, then the course would be assigned a *department scope*.
- If 10% or more of students enrolled in a course are from colleges other than the college of the department that offers the course, the course would be assigned a *university scope*.

The level of review depends on the scope of the course(s) impacted by the proposed curriculum change:

- If all courses that will be changed or deleted have department scope, then only department review is required.
- If any course that will be changed or deleted has college scope, then department and college reviews are required.
- If any course that will be changed or deleted has university scope, then reviews by the department, college, and university are required.

It is assumed that these course and curriculum changes are being proposed by a department curriculum committee. Under that assumption, “department review” requires approval by the department head only.

College review involves approvals by the college curriculum committee and the dean. If there is no college curriculum committee, then a university review is required.

University review involves approvals by the appropriate committee and administrator:

- Undergraduate courses and curriculum changes: Curriculum and Programs Committee (CPC) and Associate Provost
- Graduate courses and curriculum changes: University Graduate Council (UGC) and Dean of the Graduate School

Proposals requiring university review also require approval by Faculty Senate, or the Faculty Senate Steering Committee.