MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY # D-11

TITLE: ELECTIVE GRADUATE NURSING COURSES

POLICY: A faculty member developing an elective course in the graduate program teaches that course initially under N580 Special Topics. After teaching the course twice as a Special Topic, the faculty member may seek faculty approval and get a permanent course number. Faculty approval of an elective graduate nursing course is required prior to assignment of a permanent course number.

RATIONALE: This policy provides a standard procedure for faculty members in developing elective graduate nursing courses.

PROCEDURE:

1. Elective courses are first developed as N580 Special Topics. The faculty person developing N580 should check the MSU Bulletin for a similar offering to avoid duplication and also communicate plans for development of a new course to the appropriate CON administrator.

2. Submit the completed university form for N 580 graduate courses to GAAC. University forms for N580 Special topics may be downloaded from the MSU website.

3. After an N580 course has been offered two times, a request for making the course a part of the regular College of Nursing offerings may be submitted. The completed university form for a New Course shall be sent to GAAC for approval. University forms for a new graduate course may be downloaded from the MSU website.

4. After GAAC approves the new course, the GAAC Chairperson submits the proposed course to the CON faculty for approval.

5. Upon approval by faculty, the GAAC Chairperson forwards the request to the Associate Dean for Research and Graduate Education for Research and Graduate Studies of the College of Nursing who takes the new course request to the university level for approval.

Reviewed/Approved:

Level I: GAAC (May, 2007)
Level II: Associate Dean for Research and Graduate Education (May, 2007)