MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY # C-15

TITLE: DEVELOPING NEW OR ELECTIVE UNDERGRADUATE NURSING COURSES

POLICY: A faculty member developing a new or elective course in the undergraduate program teaches that course initially under NRSG 291 or NRSG 491 Special Topics. After teaching the course twice as a Special Topic, the faculty member may seek approval to get a permanent course number. Approval of a new or elective undergraduate nursing course is required prior to assignment of a permanent course number.

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

PROCEDURE:

1. New or elective undergraduate nursing courses are first developed as NRSG 291 or NRSG 491 Special Topics. The faculty person developing NRSG 291 or NRSG 491 should check the MSU Bulletin for a similar offering to avoid duplication. That individual also needs to communicate plans for development of a new course to the appropriate CON administrator.

2. Submit the completed university form for NRSG 291 or NRSG 491 undergraduate courses to UAAC. University forms for NRSG 291 or NRSG 491 Special Topics may be downloaded from the MSU Provost’s web site.

3. After UAAC approves the Special Topics course, the UAAC Chairperson submits the proposed course to the CON faculty for approval.

4. Upon approval by faculty, the UAAC Chairperson forwards the request to the Associate Dean for Undergraduate Programs of the College of Nursing who takes the Special Topics course request to the university level for approval.

5. After a NRSG 291 or NRSG 491 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 UAAC for approval. University forms for a new undergraduate course may be downloaded from the MSU Provost’s web site.

6. After UAAC approves the new course, the UAAC Chairperson submits the proposed course to the CON faculty for approval.

7. Upon approval by faculty, the UAAC Chairperson forwards the request to the Associate Dean for Undergraduate Programs of the College of Nursing who takes the new course request to the university level for approval.

Reviewed/Approved:
Level I: UAAC (April, 2010)
Level II: Associate Dean for Undergraduate Programs (April, 2010)