

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # C-15: PROCEDURE

TITLE: DEVELOPING NEW OR ELECTIVE UNDERGRADUATE NURSING COURSES

PROCEDURE:

1. New or elective undergraduate nursing courses *are first developed as NRS 291, NRS 391 or NRS 491 Special Topics*. The faculty person developing a NRS 291 (Sophomore Lower Division); NRS 391 (Junior Upper Division); or NRS 491 (Senior Upper Division).should check the MSU Bulletin for a similar offering to avoid duplication.
2. Faculty wishing to develop a new course should first communicate plans for development of a new course to their Campus Director, and then to Dean of the College.
3. Faculty should then submit to the UAAC chair: the completed [Course Inventory Management form](#), using either NRS 291 or NRS 491 labeling as appropriate for the level of offering; an MRO; and a syllabus.
 - New course development is managed at the University Level through the Course Inventory Management (CIM) system after approvals at the College level.
 - The faculty should prepare for the Course Inventory Management submission by completing the: [new course proposal form](#)
 - This information will be uploaded from this form by the Associate Dean after UAAC/General Faculty Approval of the course
 - For NRS courses, the faculty should consider the Baccalaureate Essentials when identifying MRO objectives and learning activities and map the MRO and syllabus accordingly
 - If the faculty plans to apply for MSU CORE designation, objectives which meet those requirements must also be included: <http://www.montana.edu/core2/>
4. After UAAC approves the Special Topics course, the UAAC Chairperson submits the proposed course to the CoN faculty for approval.
5. 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 through the Course Inventory Management (CIM).
6. Once a NRS 291 or NRS 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 to UAAC. 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.
7. Upon UAAC approval of the new course, the UAAC Chairperson submits the proposed course to the CoN faculty for approval.
8. 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.