

## Revised Timelines for Curriculum Review

See the [Curriculum Committee website](#) for details on each type of proposal and the approval process.

The new deadlines set by NSHE for updating catalogs and transfer agreements changes our internal curriculum review process significantly. The flowcharts below explain the steps for approval of each type of proposal, as well as the latest possible date to submit each type of proposal to the campus curriculum committee for inclusion in the following academic year's catalog. However, faculty are encouraged to use the spring semester to get proposals into review, and to submit proposals before the absolute deadline.

All proposals must be approved by the appropriate dean and school-level curriculum committee before they are submitted to the campus curriculum committee. The campus curriculum committee will tentatively meet in October, November, February, March, and April each academic year. The meeting schedule may change as NSC adjusts to the new NSHE deadlines.

### Pre-Requisites

**Deadline for submission to campus curriculum committee: November 1** (for inclusion in next academic year's catalog)

Review timeline: Generally completed the same month submitted to campus curriculum committee.

Stages in the pre-req approval process:



### Individual Courses

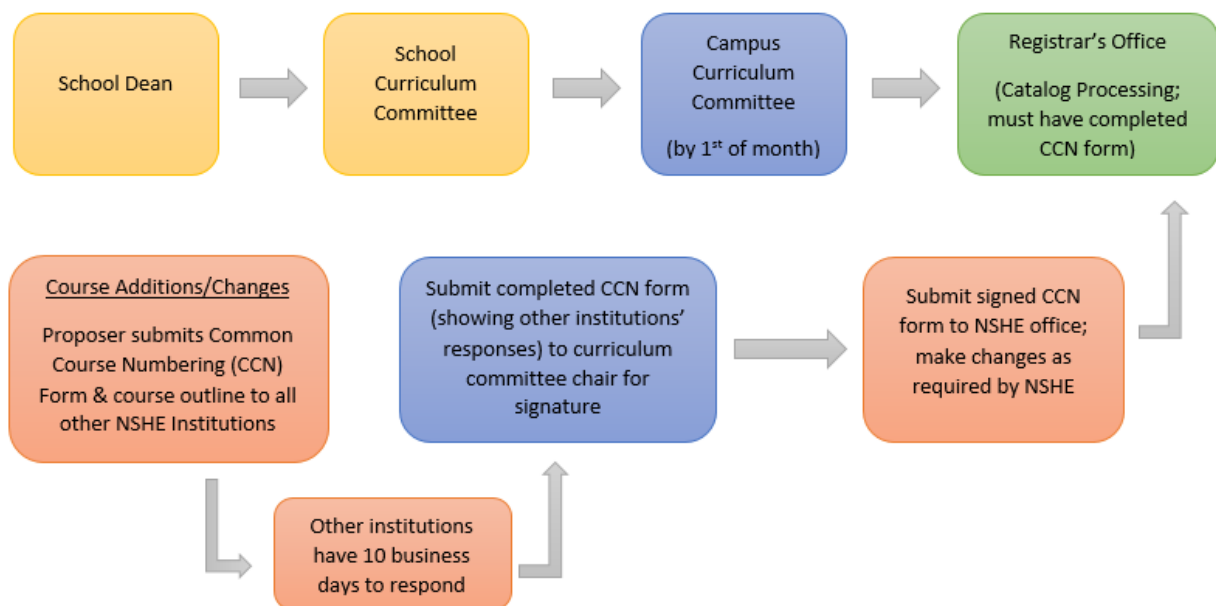
**Deadline for submission to campus curriculum committee: November 1** (for inclusion in next academic year's catalog)

Review timeline: Generally completed the same month submitted to campus curriculum committee; CCN approval may delay process. No CCN review occurs during winter and summer breaks.

New courses, or changes to the prefix, number, title, or credits of an existing course, require approval through the Common Course Numbering (CCN) system. You may submit a course proposal while you are still in the process of receiving CCN approval for the course; however, even if the course is approved by the curriculum committee, it will not be forwarded to the registrar for processing until we receive CCN approval. Other institutions have 10 business days to consider proposals, and the NSHE central office may require adjustments to course numbers or titles; you are encouraged to submit courses for CCN consideration as early as possible in case there are delays or changes that emerge as a result of the

process. Course deletions do not require CCN consideration; NSC must simply submit a form to NSHE informing them we no longer offer the course.

Stages in course approval process:



### Core Curriculum

**Deadline for submission to campus curriculum committee: October 1** (for inclusion in next academic year's catalog)

Review timeline: Takes 1-2 months after submission to campus curriculum committee.

If an entirely new course is being added to the core curriculum, then the submitter should complete an individual course proposal (to add the course to the catalog) as well as a core curriculum proposal; both are required. In some cases, a degree has specific core curriculum requirements that differ from the general core (e.g., Biology specifically requires MATH 181 as the math core); if you wish to make changes to core curriculum requirements that have been tailored to a particular degree, submit a degree change proposal.

Stages in core curriculum approval process:



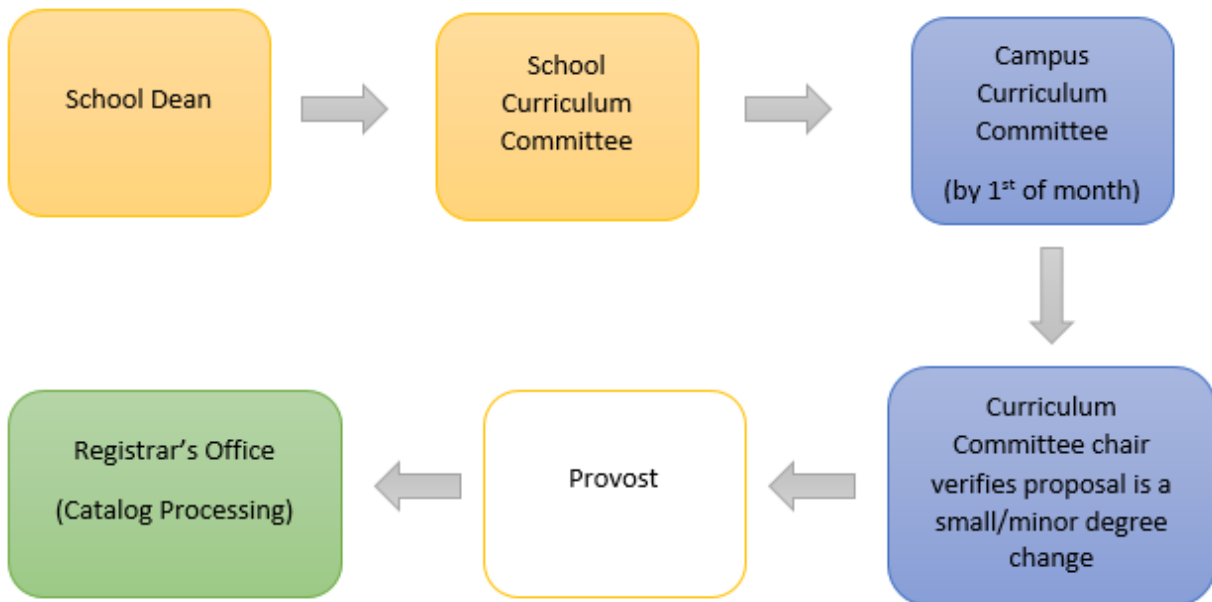
### Small (Minor) Degree Changes (to Majors, Minors, & Certificates)

**Deadline for submission to campus curriculum committee: October 1** (for inclusion in next academic year's catalog)

Review timeline: Takes 1-2 months after submission to campus curriculum committee.

Small/minor degree changes do not substantively change a program's requirements. They involve changing courses required for a degree (when the changes affect less than 1/3 of total major credits) or adding tracks/concentrations to an existing degree.

Stages in the small/minor degree change approval process:



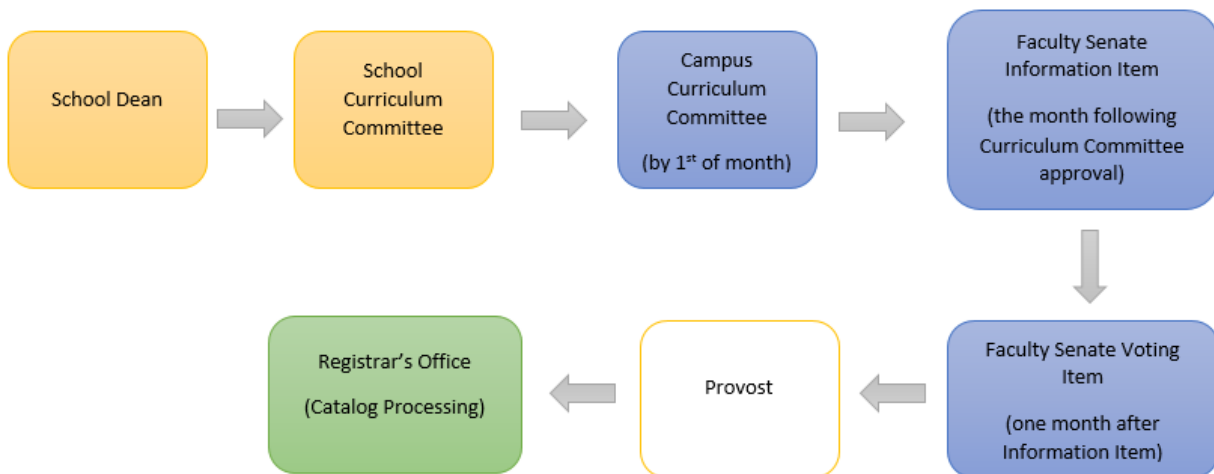
**Substantive Degree Changes (to Majors, Minors, & Certificates) & New Programs (Minors & Certificates under 30 credits only)**

**Deadline for submission to campus curriculum committee: April 1** (for inclusion in catalog two academic years later; for instance, a proposal submitted by April 1, 2018, would appear in the 2019-20 catalog)

Review timeline: Takes 3-4 months after submission to campus curriculum committee; campus curriculum committee and Faculty Senate do not meet over summer.

Substantive changes affect more than 1/3 of the credits in the major requirements of a program; meaningful changes to degree outcomes, title, or mission; or adding or deleting a program. Because substantive changes must go to Faculty Senate twice (once as an information item, once as an action item), the approval process is significantly longer than for most other types of proposals.

Stages in substantive degree change approval process:



## New Degrees (Majors & Certificates of 30+ credits)

**Deadline for submission to campus curriculum committee: February 1** (for potential inclusion in catalog two academic years later; for instance, a proposal submitted by February 1, 2018, *may* appear in the 2019-20 catalog)

Review timeline: Review takes a minimum of 11 months between submission to the curriculum committee and approval by the BOR. NSC cannot officially begin offering the degree or recruiting students until we receive approval from the NWCCU.

- If we request, and NWCCU agrees to, expedited review (which involves additional charges), NWCCU approval takes roughly a month; based on this timeline, a degree *may* be approved in time for inclusion in the catalog for the academic year starting the fall after BOR approval (so a degree approved in December 2018 may appear in the 2019-20 catalog, if NWCCU approval occurs before the catalog is finalized).
- The regular NWCCU review process takes up to 120 days. This will likely push review past the deadline to finalize the next academic year's catalog; in this case, the degree would appear in the catalog two academic years later (for instance, a degree approved by the BOR in December 2018, with non-expedited review by NWCCU, would appear in the 2020-21 catalog).

New degrees require multiple levels of external approval, including review by both NSHE and our accrediting body. As a result, this is a much longer approval process than for all other types of curriculum proposals. The Board of Regents has moved all consideration of new degrees to the December meeting; this determines the timeline for the other stages in the approval process that occur before BOR review.

Stages in new degree approval process:

