

## **Standard Operating Procedures for CALS Course Proposals and Modifications**

1. All proposals must be in the correct format and include all components required by the UCCC including the Course Cover Page (with signature lines for Department Head, CALS-CC chairperson, Dean/Associate Dean, UCCC chairperson, Chair of MSU Graduate Council, Chair of Deans' Council).
2. The proposals must include a letter of support from the Department's faculty (e.g., Chair of Department's Curriculum Committee), be approved and signed by the department head, and then submitted to the CALS-CC chairperson. Proposals directed to the CALS-CC chairperson should be submitted electronically with one hard copy including the original signed by the Department Head.
3. The CALS-CC chairperson will distribute the electronic copies to the CALS-CC. The hard copy will be retained by the CALS-CC chairperson.
4. Proposals must be submitted to the CALS-CC chairperson by the CALS-CC deadline. This deadline will be distributed to the committee at least two weeks prior to the first meeting of fall semester. At the discretion of the CALS-CC chair, some proposals can be considered emergencies, but these need to be the exception, not the norm.
5. The CALS-CC will review and report all comments/concerns on the proposal(s) to the CALS-CC chairperson. The chairperson\departmental representative will communicate these comments/concerns to the contact person listed on the proposal who will address the issue(s) accordingly.
6. The contact person will return the proposal(s) to CALS-CC chairperson with completed revisions addressing earlier comments/concerns or with an explanation for lack thereof. The CALS-CC and chairperson will review the revised proposal(s) or explanation for lack of revision. The CALS-CC and chairperson will endorse the changes/explanation or return the proposal(s) for further revision/explanation until CALS-CC endorsement ensues.
7. After the proposal(s) is endorsed by the CALS-CC, the CALS-CC chairperson will sign the Cover Page and send to the Dean's office for review and signature by the Dean or his/her designee (e.g., Associate Dean).
8. When signed, the Associate Dean's Office will maintain a copy for the office file, a copy will be sent to the CALS-CC chairperson, and the original will be forwarded to the department.
9. The department will be responsible for making all copies ( $n = 10$  for undergraduate and graduate courses) required by the UCCC and submitting the original and copies to the UCCC office.
10. The Associate Dean and Department will retain a file of all course additions/modifications approved and signed by UCCC and other MSU officials.