

**Northeastern Oklahoma A&M College
Guidelines for Curricular Change Request**

The following guidelines are designed to assist those responsible for curriculum development in completing a curricular change request. In order to process curricular changes in a timely manner, curricular change requests are to be submitted electronically as an **e-mail attachment**. The e-mail transmission from the designated person will constitute approval, in lieu of a signature.

For the purposes of these guidelines, curricular changes encompass (1) addition of a course, (2) modification of a course, (3) deletion of a course, (4) development of a new program or program option, (5) modification of an existing program or program option, or (6) deletion of an existing program or option.

Step 1	Faculty and Department Chairs evaluate the need for curricular change.
Step 2	Faculty member and/or Department Chair complete the appropriate form*. These forms are available under Administration>Frequently Used Forms on the NEO website: www.neo.edu Curricular Change Request Form *New program request require additional forms available in the VPAA Office *New programs should be discussed with VPAA and AVPAA prior to submission
Step 3	The <i>Department Chair</i> submits the completed Curricular Change Request form with supporting documents to the <i>Secretary to the Vice President for Academic Affairs</i> (VPAA) as <i>an e-mail attachment</i> .
Step 4	The VPAA's Secretary enters the request into the Curricular Change Request tracking database.
Step 5	The VPAA's Secretary distributes all requests to the Chair of the Curriculum and Articulation Council and Assistant Vice President for Academic Affairs for review to determine that the documents are ready for submission to the Curriculum and Articulation Council. Deadlines for submission to the Secretary: March 1: Deadline to request <u>course change</u> or a new <u>course</u> for the next <u>fall</u> semester course schedule AND Deadline to request <u>program change</u> for next <u>spring</u> semester course schedule Sep. 15: Deadline to request <u>course change</u> or a new <u>course</u> for next <u>spring</u> semester course schedule AND Deadline to request <u>program change</u> for next <u>fall</u> semester course schedule NOTE: See the New Program Request Guidelines for the timeline of a new program approval.

Step 6	At the request of the Council Chair and AVPAA, the Secretary to the VPAA schedules the Council meeting and distributes the documents to the Council members. The Council Chair will invite the faculty and department chair submitting the request to the meeting, if deemed appropriate, to address questions the Council members may have about the request. The Council makes recommendations to the VPAA, who makes the final decision as to the status of the curriculum change requested. Recommendations by the Council may include “Approve”, “Not Approve”, or “Modify”. The Council may table the request if further information is needed to make an informed decision.
Step 7	The Chair documents the recommendation on the Curricular Change Request Form and submits the form with the recommendation to the VPAA and to the VPAA’s Secretary (for tracking purposes) via e-mail attachment.
Step 8	The VPAA reviews the request, discusses the Council’s recommendation with the Council Chair and AVPAA, as deemed appropriate, and makes a final decision regarding the request. The VPAA submits the signed form with the final action to the Secretary for processing.
Step 9	The VPAA’s Secretary documents the status of the request in the tracking database, notifies the Council Chair and AVPAA of the final decision, and forwards a copy of the signed Curricular Change Request Form to the Assistant Vice President for Academic Affairs (AVPAA) via e-mail attachment for processing.
Step 10	<p>The AVPAA processes any approved actions:</p> <ul style="list-style-type: none"> (a) If the action requires approval by the OSU/A&M Board of Regents and the Oklahoma State Regents for Higher Education (usually program/option changes), the AVPAA completes required paperwork, including HEGIS and CIP codes, and submits the forms to the Office of the President for approval and processing. (b) No Board approval required (usually course changes), the AVPAA <ul style="list-style-type: none"> (1) Sends an e-mail notice to the Department Chair and Registrar of approved change (2) Notes the change for the next edition of the College Catalog (3) Assigns HEGIS and CIP codes, as needed (4) Updates SCT Course Inventory Screen 125
Step 11	If Board approval required, the Executive Assistant to the President sends a copy of the final action by the OSRHE Board to the VPAA, VPAA’s Secretary, the Department Chair, and the AVPAA for processing.
Step 12	<p>Once approved, the AVPAA</p> <ul style="list-style-type: none"> (1) Sends an e-mail notice to the Department Chair and Registrar of approved change (2) Notes the change for the next edition of the College Catalog (3) Updates SCT Program Inventory Screen 134