

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## Course Change Requests

### **University Procedure #258**

#### **Section 1. Purpose**

The purpose of this procedure is to define the process for requesting changes to existing courses in the curriculum database.

#### **Section 2. Authority**

This procedure is issued pursuant to authority granted under the Rules and Regulations of the Minnesota State Colleges and Universities (MnSCU).

#### **Section 3. Effective Date**

This procedure shall become effective upon signature by the president and shall remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

Responsibility for implementation of this procedure is assigned to the provost and vice president for academic affairs.

#### **Section 5. Procedure**

Changes to existing courses in the curriculum database may be requested as follows:

- A. Program faculty will complete the Course Change Request form to indicate the nature and effective date of the requested change.
- B. The department chair will review the Course Change Request, sign it to signify approval, and forward it to the dean of the college or executive director of the school.
- C. The dean or executive director will review the Course Change Request, sign it to signify approval, and forward it to the Registrar's Office.
- D. At the time the approved Course Change Request form is received, the Registrar's Office will enter the change(s) in the curriculum database. The Registrar's Office will not accept course changes unless they are submitted and approved via the Course Change Request form.
- E. The effective date on the Course Change Request form will be entered as the end date of the course as it was previously approved and the start date of the revised course.

**Section 6. Exceptions**

Exceptions to this procedure require approval from the Provost and Vice President for Academic Affairs.

**Section 7. Review**

This procedure will be reviewed and modified as appropriate.

**Section 8. Signatures**

Issued on this day, February 1, 2011

A handwritten signature in black ink that reads "Gary Seiler". The signature is written in a cursive style with a large, looping initial "G".

Gary Seiler, Interim Provost and Vice President, Academic Affairs

Sue K. Hammersmith, President