

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.