SON OP 30.739 - Course Change Policy

PURPOSE The purpose of the School of Nursing Traditional Course Change Operating Policy and Procedure (SON OP) is to ensure and facilitate appropriate channels for course revision(s) to move through the curriculum leadership group (CLG) to have adequate and appropriate checkpoints for revisions. These are revisions that need to be put in place at a different time than the usual course review and revision.

REVIEW The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the Traditional Course Leader Group and applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. The CLG meeting should take place once a semester (minimally) via E-mail, web-based meeting, or face to face. The meeting will be brought to order and follow Roberts Rule of Order.
2. Faculty requesting changes or revisions to course description, objective(s), and/or course maps should send proposed course change to CLG.
3. The CLG will determine how changes are dispersed and if changes need approval at the CLG level only or if need approval from the Traditional council is needed.
4. Once approved by the CLG, the revisions will be sent to Traditional Council.