

Williston State College

Curriculum Committee Policies & Procedures

October 1, 2018



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ROLES & RESPONSIBILITIES

COMMITTEE ROLE

The Curriculum Committee at Williston State College is responsible for monitoring and approving proposed curriculum changes that align with WSC's mission. The following actions are monitored and approved by WSC's Curriculum Committee. All curriculum changes or additions must be approved by the Department offering that program or course, before it is reviewed by the Curriculum Committee. Questions concerning process and approvals can be directed to the Curriculum Committee chair or Department representatives.

New Programs: Any new degree, certificate program or certificate of completion, being considered as an offering, must go through the Curriculum Committee process.

Program Changes: Any changes in requirements for graduation for completion of a degree, certificate program or certificate of completion, must go through the Curriculum Committee process. This would include required courses, credit numbers and any new admission requirements. Program changes also include if a program inactivation and/or termination is being considered.

New Course: All new courses must also go through the Curriculum Committee process, after they have been approved by the individual department in which they will be offered.

Course Changes: Significant changes to courses must also go through the Curriculum Committee process. Examples would be changes in: credits, course description, grading option, request for approval as a general education course and course name changes. Likewise, the Curriculum Committee would address requests to have a course inactivated.

Committee members include faculty representatives from each academic department and various non-voting members. The Curriculum Committee meets on a monthly basis during the academic year.

VOTING MEMBERS

The voting members of the committee represent each of their departments respectively. Each department will appoint two members from their area to represent accordingly. Should a representative from a department leave, it is up to the department to appoint a replacement.

Arts & Human Sciences Department
Health & Wellness Department
Math & Sciences Department
Business Technology & Trades Technology Departments

Members will serve for a minimum of three years. The voting members will appoint a Chair from amongst the committee's voting members. The Chair will serve for at least one year. The Chair will collect the curriculum items for review and conduct the meeting. The Chair will retain voting rights.

NON-VOTING MEMBERS

The following positions on campus serve as non-voting members of the committee. These positions provide informational background to the voting members for review.

Registrar, Research Analyst
Vice President for Academic Affairs
Executive Assistant as appointed

NEW PROGRAM ADDITION

GUIDELINES

Requirements for degree credit, non-degree credit, and non-credit activities and subcategories involved in the new program shall follow the definitions set by the Chancellor. SBHE 441, NDUS 441

All Associate of Arts and Associate of Science programs shall meet the common general education requirements of SBHE 403.7.

With the exception of NDSU land-grant mission offerings, UND School of Medicine professional courses to Area Health Education Centers, and correspondence courses, all distance education programs must have State Board of Higher Education approval before being offered. SBHE 404.1

Proposed **distance learning academic program** requests must include possible financial aid opportunities for students, conformance to institution mission, justification of need as distance program, assurance of instructional quality comparable to on-campus program, and new program review procedures. SBHE 404.1 §3.b, SBHE 403.1, NDUS 404.1

ND IVN approval is obtained by following procedure NDUS 404.1.1.

The State Board of Higher Education approves the new program of study. SBHE 403.1

Necessary articulations with secondary schools shall be made following all procedures and conditions of SBHE 403.5. Current articulation agreements must be provided to the Chancellor. SBHE 403.5 §1.F

Collaborative programs shall be established following NDUS 404.2.

The program follows the Chancellor's procedures for new program review and evaluation, beginning one year after the first class graduates. SBHE 403.1, 403.1.2

Necessary changes are made to the WSC Catalog and bulletins. SBHE 450

A professional program may request concurrence of the Chancellor to apply for accreditation of the program by an agency recognized by the U.S. Secretary of Education. SBHE 420. A copy of final accreditation report or accreditation status letter received by the institution for the program shall be sent to the Chancellor. SBHE 420C

GERTA inclusions, additions, deletions, and changes need to follow additional steps per NDUS 403.7.1.

Common course numbering and statewide/system-wide articulation agreements conditions and procedures must be followed per NDUS 403.7.3.

1. The person requesting the new program shall

- gather all necessary information and justification for the program;
- fill out the Program Change/Delete/Addition Form, marking PROGRAM ADDITION REQUEST and completing in full the sections of the form;
- attach proposed program curriculum scope & sequence, biennial cycle of courses, complete course descriptions, Program Outcome Guide (POG), SEP, necessary letters of request to Chancellor, necessary proposed articulation agreements, proposed program review plan, all applicable NDUS academic request documents per NDUS 403.1;
- sign and date the Program Coordinator boxes at the bottom of page 1 of the Program Change/Delete/Addition Form;
- complete this process at least four months before Curriculum Committee approval is necessary (although department approval may take as long as three months if 1st/2nd/3rd readings are done at separate meetings;

this would mean the department needs this material at least six months before Curriculum Committee approval is necessary. NDUS steps add to the time before implementation).

2. The department in which the new program shall be based shall discuss for as long as necessary but having at least three readings, then approve by majority vote the request for the new program. Upon department approval, the Department Chair shall sign and date the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.
3. The Department Chair shall pass the Program Change/Delete/Addition Form with the attached materials from the proposed program coordinator to the Curriculum Committee Chair as soon as possible after department approval of the proposed program.
4. As soon as possible the Curriculum Committee Chair reviews the program proposal to verify that necessary materials are present and appropriately completed. The Curriculum Committee Chair then signs and dates the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.
5. As soon as possible, the Curriculum Committee Chair disseminates the Program Change/Delete/Addition form with attached materials to all members of the Curriculum Committee in advance of the monthly meeting.
6. Approved program requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request and Requirements for degree credit, non-degree credit, and non-credit activities and subcategories involved in the new program shall follow the definitions set by the Chancellor. SBHE 441
7. At its monthly meeting, the Curriculum Committee shall review and discuss the new program request in at least 1st reading. Three separate readings are recommended due to the implications of new program addition. When the Curriculum Committee votes on approval of the program, the majority result of the vote (approved or unapproved) shall be indicated by the Curriculum Committee Chair in the appropriate box in the Committee Action section of the Program Change/Delete/Addition Form.
 - The Chair shall sign and date the results of the Curriculum Committee's action.
 - Unapproved programs must re-apply for future consideration, repeating steps 1-6 until Curriculum Committee approves.
8. As soon as possible all necessary Chancellor endorsements and approvals shall be obtained.
9. After Chancellor endorsements and approvals are obtained, necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in principle.
10. Program request successfully completes all Stage I steps outlined in NDUS Academic Actions Summary Table found in NDUS 403.0.2.
11. Program request successfully completes all Stage II steps outlined in NDUS Academic Actions Summary Table in NDUS 403.0.2.
12. Necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in writing. Written agreements are sent to the Chancellor.
13. When Steps 6-12 are completed, Registrar shall update PeopleSoft for the new program to begin at the start of the next school catalog OR next legislative biennium begins OR upon receipt of accreditation mandate. Immediately upon update, Registrar signs and dates appropriate boxes in For Office Use Only section of Program Change/Delete/Addition Form.
14. When Step 13 is complete, Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450
15. The completed Program Change/Delete/Addition Form shall be kept on file by the Registrar.

EXISTING PROGRAM CHANGE

GUIDELINES

Articulation agreements with secondary schools shall be made following all procedures and conditions of SBHE 403.5. Current articulation agreements must be provided to the Chancellor. SBHE 403.5 §1.F

Memorandums of Understanding that are entered into by NDUS institutions to collaboratively deliver a program shall be made following all the procedures and conditions of SBHE 404.2. The MOU typically outlines how classes transfer/substitute and an MOU typically outlines who provides what courses, technology, student services, etc.

Requirements for degree credit, non-degree credit, and non-credit activities and subcategories involved in the new program shall follow the definitions set by the Chancellor. SBHE 441

Changes may consist of alterations in accreditation (agency &/or requirements), course additions/deletions, graduation requirements, program name, articulation agreements, facilities/equipment, impact on students, pre/co-requisites, faculty impact, necessary modifications, and course or program impacts not here enumerated.

GERTA inclusions, additions, deletions, and changes need to follow additional steps per NDUS 403.7.1.

Common course numbering and statewide/systemwide articulation agreements conditions and procedures must be followed per NDUS 403.7.3.

1. The person requesting the program change shall

- gather all necessary information and justification for the change;
- fill out the Program Change/Delete/Addition Form, marking PROGRAM CHANGE REQUEST and completing in full the sections of the form;
- attach proposed additions with, as necessary, updated program curriculum scope & sequence, biennial cycle of courses, complete course descriptions, Program Outcome Guide (POG), SEP, necessary letters of request to Chancellor, necessary proposed articulation agreements, program review plan, all applicable NDUS academic request documents per NDUS 403.1;
- sign and date the Program Coordinator boxes at the bottom of page 1 of the Program Change/Delete/Addition Form;
- complete this process at least four months before Curriculum Committee approval is necessary (although department approval may take as long as three months if 1st/2nd/3rd readings are done at separate meetings; this would mean the department needs this material at least six months before Curriculum Committee approval is necessary. NDUS steps add to the time before implementation.).

2. The department in which the program is based shall discuss for as long as necessary, then approve by majority vote the request for the program change. Upon department approval, the Department Chair shall sign and date the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

3. The Department Chair shall pass the Program Change/Delete/Addition Form with the attached materials from the proposed program coordinator to the Curriculum Committee Chair as soon as possible after department approval of the proposed program.

4. As soon as possible the Curriculum Committee Chair reviews the program change proposal to verify that necessary materials are present and appropriately completed. The Curriculum Committee Chair then signs and dates the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.

5. As soon as possible, the Curriculum Committee Chair disseminates the Program Change/Delete/Addition form with attached materials to all members of the Curriculum Committee in advance of the monthly meeting.

6. At its monthly meeting, the Curriculum Committee shall review and discuss the program change request in at least 1st reading. Three separate readings are recommended. When the Curriculum Committee votes on approval of

the program change, the majority result of the vote (approved or unapproved) shall be indicated by the Curriculum Committee Chair in the appropriate box in the Committee Action section of the Program Change/Delete/Addition Form. The Chair shall then sign and date the results of the Curriculum Committee's action.

- Unapproved program changes mean the program must re-apply for future consideration, repeating steps 1-6 until Curriculum Committee approves.

7. Approved program change requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request and the program must repeat Steps 1-7.

8. As soon as possible all necessary Chancellor endorsements and approvals shall be obtained.

9. After Chancellor endorsements and approvals are obtained, necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in principle.

10. Program change requests which require outside action

- a. **for new prefix change** successfully completes all steps outlined in NDUS Academic Actions Summary Table found in NDUS 403.0.2.
- b. **for inactivation** successfully completes all steps outlined per SBHE 403.1.3 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
- c. **for title change** successfully completes all steps outlined per SBHE 403.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
- d. **for distance delivery change** successfully completes all steps outlined per SBHE 404.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
- e. **for center/institute change** successfully completes all steps outlined per SBHE 307.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2
- f. **for program changes which change the institution's organization change** successfully completes all steps outlined per SBHE 307.1 in NDUS Academic Actions Summary Table found in NDUS 403.0.2

11. Necessary articulation agreements and other extra-institutional arrangements shall be established and agreed to in writing. Written agreements are sent to the Chancellor.

12. When Steps 7-11 are completed, Registrar shall update PeopleSoft for the program changes to begin at the start of the next school catalog OR next legislative biennium begins OR upon receipt of accreditation mandate. Immediately upon update, Registrar signs and dates appropriate boxes in For Office Use Only section of Program Change/Delete/Addition Form.

13. When Step 12 is complete, Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

14. The completed Program Change/Delete/Addition Form shall be kept on file by the Registrar.

PROGRAM DELETION/TERMINATION

GUIDELINES

Program deletion process must successfully complete all the steps per SBHE 403.1.1 as presented in the Academic Actions Summary Table in NDUS 403.0.2.

Proposed termination must be presented to the State Board of Higher Education. SBHE 403.1.3 §3

State Board of Higher Education approves academic program termination. SBHE 403.1.1

1. The person requesting the program termination shall
 - gather and attach all necessary information and justification for the program termination, and all applicable NDUS academic request documents per NDUS 403.1;
 - fill out the Program Change/Delete/Addition Form, marking PROGRAM DELETION REQUEST and completing in full the sections of the form;
 - sign and date the Program Coordinator boxes at the bottom of page 1 of the Program Change/Delete/Addition Form;
 - complete this process at least four months before Curriculum Committee approval is necessary (although department approval may take as long as three months if 1st/2nd/3rd readings are done at separate meetings; this would mean the department needs this material at least six months before Curriculum Committee approval is necessary).
2. The department in which the program shall be based shall discuss for as long as necessary but having at least three readings, then approve by majority vote the request for the program termination. Upon department approval, the Department Chair shall sign and date the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.
3. The Department Chair shall pass the Program Change/Delete/Addition Form with the attached materials from the proposed program coordinator to the Curriculum Committee Chair as soon as possible after department approval of the proposed program.
4. As soon as possible the Curriculum Committee Chair reviews the program proposal to verify that necessary materials are present and appropriately completed. The Curriculum Committee Chair then signs and dates the appropriate boxes in the Recommendation section of the Program Change/Delete/Addition Form.
5. As soon as possible, the Curriculum Committee Chair disseminates the Program Change/Delete/Addition form with attached materials to all members of the Curriculum Committee in advance of the monthly meeting.
6. Approved program termination requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form OR refuses the request, in which case the program requesting program termination must successfully complete Steps 1-7.
7. At its monthly meeting, the Curriculum Committee shall review and discuss the program termination request in at least 1st reading. Three separate readings are recommended due to the implications of program termination. When the Curriculum Committee votes on approval of the program termination, the majority result of the vote (approved or unapproved) shall be indicated by the Curriculum Committee Chair in the appropriate box in the Committee Action section of the Program Change/Delete/Addition Form. The Chair shall sign and date the results of the Curriculum Committee's action.
 - Unapproved program termination means the program must re-apply for future consideration, repeating steps 1-6 until Curriculum Committee approves.
7. Approved program termination requests go to the VP for Academic Affairs, who either signs and approves the request in the appropriate boxes in the For Office Use Only section of the Program Change/Delete/Addition Form

OR refuses the request, in which case the program requesting program termination must successfully complete Steps 1-7.

8. As soon as possible all necessary actions shall be taken by appropriate program, department, and administrative persons to notify and negate all agreements involving the Chancellor, CTEC, other postsecondary institutions, accrediting agencies, secondary institutions, and extra-institutional entities.

9. Program termination request successfully completes all steps per SBHE 403.1.1 as outlined in NDUS Academic Actions Summary Table found in NDUS 403.0.2.

10. When Steps 7-9 are completed, Registrar shall update PeopleSoft for the program termination/deletion to begin at the start of the next school catalog OR end of current freshman cycle OR next legislative biennium begins OR upon receipt of accreditation mandate. Immediately upon update, Registrar signs and dates appropriate boxes in For Office Use Only section of Program Change/Delete/Addition Form.

11. When Step 10 is complete, Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

12. The completed Program Change/Delete/Addition Form shall be kept on file by the Registrar.

NEW COURSE REQUEST

1. The person interested in proposing a new course should fill out the new course request form following the instructions on the new course request form legend. These forms can be found at the curriculum committee webpage or there is a link from the WSC forms webpage.

Include:

- A course syllabus
- Course COG
- Updated SEP (if needed)

2. This information should be brought to the department in which this course would be taught, for discussion and approval. The Program Coordinator (if one exists) and Department Chair should sign off on the form.

3. The Department Chair should pass the form and support documents onto the Curriculum Committee Chair.

4. The Curriculum Committee Chair reviews the form and support materials to verify that the needed materials are present and appropriately filled out. The curriculum Committee Chair will then sign the form.

5. The Curriculum Committee Chair will then disseminate the materials to all of the curriculum committee members in advance of the monthly meeting.

6. At its monthly meeting, the curriculum committee will review and discuss the new course request. If a motion is made the committee will vote to approve or reject the new course. The committee may choose to table any action, if further information is needed. New courses usually need to go through 3 different readings to gain final approval. The committee may consider waiving additional readings if special circumstances exist. Persons requesting new courses should start the process early because it may take 3 months or more to get the course approved.

7. If approved by the curriculum committee the committee chair will pass the form on to the VP for Academic Affairs for their signature.

8. The VP for Academic Affairs will pass on the signed form to the Registrar.

9. The Registrar will make the necessary changes in the system and pass on the form, if needed, to the financial office, when the new course includes assessing fees.

10. Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

COURSE CHANGE/INACTIVATION PROCESS

1. The person interested in proposing a course be changed or inactivated should fill out the Course Change/Inactivation form following the instructions on the Course Change/Inactivate Legend. These forms can be found at the curriculum committee webpage or there is a link from the WSC forms webpage.

Include:

- Any documentation to support the change or inactivation
- Updated SEP (if needed)
- Updated COG (if needed)

2. This information should be brought to the department in which this course is taught, for discussion and approval, regarding the change or inactivation. The Program Coordinator (if one exists) and Department Chair should sign off on the form.

3. The Department Chair should pass the form and support documents onto the Curriculum Committee Chair.

4. The Curriculum Committee Chair reviews the form and support materials to verify that the needed materials are present and appropriately filled out. The Curriculum Committee Chair will then sign the form.

5. The Curriculum Committee Chair will then disseminate the materials to all of the curriculum committee members in advance of the monthly meeting.

6. At its monthly meeting, the curriculum committee will review and discuss the course change/inactivation request. If a motion is made the committee will vote to approve or reject the course change or inactivation. The committee may choose to table any action, if further information is needed. Course changes/inactivation usually need to go through 3 different readings to gain final approval. The committee may consider waiving additional readings if special circumstances exist. Persons requesting course changes/inactivation should start the process early because it may take 3 months or more to get the course change/inactivation approved.

7. If approved by the curriculum committee the committee chair will pass the form on to the VP for Academic Affairs for their signature.

8. The VP for Academic Affairs will pass on the signed form to the Registrar.

9. The Registrar will make the necessary changes in the system and pass on the form, if needed, to the financial office, when changes involve assessing fees.

10. Academic Affairs updates the institution website and catalog. Immediately upon completion of these updates, the Executive Assistant for Academic Affairs signs and dates the appropriate boxes in boxes in For Office Use Only section of Program Change/Delete/Addition Form. SBHE 450

SBHE POLICY: GERTA INCLUSIONS, ADDITIONS, DELETIONS, & CHANGES

The NDUS will communicate decisions and discuss procedures with applying campuses.

The following guidelines implement SBHE Policy 403.7, relating to Common General Education Requirement and Transfer of General Education Credits.

GERTA, commonly referred to as the Gold and Silver Pages, is an academic representation of a common general education agreement that has been adopted by all institutions of the North Dakota University System as well as by other associated institutions. Additions, deletions and changes to this agreement are limited and must be made in the following manner.

REQUEST FOR INCLUSION OF NEW INSTITUTIONS INTO GERTA:

1. Campuses requesting inclusion in the GERTA shall submit materials to the North Dakota University System director (referred to as the "director") through email. Materials must be submitted by March 15 to be considered for the summer change cycle (Cycle 1) or by October 15 to be considered for the winter change cycle (Cycle 2). Materials to be submitted shall include:
 - a. A letter of request stating the institution's desire to take part in GERTA
 - b. An outline of the institution's General Education Requirements (the institution's Gold Page) using the following format.

<u>General Education Area</u>	<u>Minimum Required Semester Hours</u>
Communications	9
Arts & Humanities	6
Social Sciences	6
Mathematics, Science & Technology	9
Institutional Specific	6
(must be selected from one or more of the areas above: Communications, Arts & Humanities, Social Sciences or Mathematics/Science & Technology)	
Total	36

2. The list of courses (the institution's Silver Pages) that satisfy the basic requirements listed above using the following ten subcategories:
 - A. Communications:
 - o ND:ENGL (English Example: English Composition)
 - o ND:COMM (Communication Examples: Speech, Public Speaking)
 - B. Arts and Humanities:
 - o ND:FA (Fine Arts Examples: Two-Dimensional Design, Band, Acting)
 - o ND:HUM (Humanities Examples: Literature, Languages, Philosophy,)
 - C. Social Science:
 - o ND:HIST (History Example: American History)
 - o ND:SS (Social Science Examples: Anthropology, Economics, Political Science
Sociology, Psychology, Social Work)
 - D. Mathematics, Science and/or Technology:
 - o ND:MATH (Mathematics Examples: College Algebra, Calculus I)
 - o ND:SCI (Science Example: Soil Science, Human Biology)
 - o ND:LABSC (Lab Science Example: General Biology, General Chemistry, Physical Geology. Must have a lab component.)
 - o ND:COMPSC (Computer Science Example: Introduction to Computers, Beginning COBOL.)

3. Course syllabi for each course submitted.
4. The director shall suggest the Common Course Number equivalents for courses presented as necessary.
5. The director shall forward all documents to campus registrars by April 1 (Cycle 1) or November 1 (Cycle 2).
6. Campus registrars shall send queries to appropriate departments and/or committees for review and comments.
7. Registrars shall return written responses with suggestions for changes to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
8. The director shall discuss the responses with the registrars and the registrars shall submit their recommendations to the director through a formal vote. The director shall consider the registrars' recommendations and forward their recommendations to the Vice Chancellor for Academic and Student Affairs (referred to as the "Vice Chancellor"), with special notation for unanimous votes.
 - a. The Vice Chancellor shall advise the Academic Affairs Council (AAC) of unanimous votes of the registrars.
 - b. If the registrars' vote is not unanimous, the director shall make a recommendation to the Vice Chancellor who shall consult the AAC. The AAC shall make a recommendation to the Vice Chancellor.
9. The Chancellor shall make the final decision concerning the institution's addition to GERTA and notify the director of the final decision.
10. The director shall notify registrars by email.
11. Registrars should update their bound copies of GERTA to show all changes and effective dates for the changes.
12. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR CHANGES TO EXISTING CAMPUS GOLD PAGES GERTA LISTINGS:

1. Complete a [GERTA Request Form](#) and submit electronically to the director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. The director shall ensure compliance with SBHE policy with the additions, changes or deletions.
3. The director shall make a recommendation concerning the requests to the Vice Chancellor, who shall forward the information to the AAC. The AAC shall make a recommendation to the Chancellor, who will make the final decision.
4. The Chancellor shall notify the director of the final decision and the director will notify registrars by email.
5. Registrars should update their bound copies of GERTA to show all changes and the effective dates of the changes.
6. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR ADDITIONS TO EXISTING CAMPUS SILVER PAGES GERTA LISTINGS:

1. Complete a [GERTA Request Form](#) and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. Attach an electronic copy of the course syllabus to the GERTA request form.
3. The director shall forward all documents to campus registrars by April 1 (Cycle 1) or by November 1 (Cycle 2).
4. Campus registrars shall send queries to appropriate departments for review and comments.
5. Registrars shall return responses with suggestions for change and/or resubmission to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
 - a. The reason for any rejection as well as suggestions for change must be stated in writing. All concerns and questions must be forwarded to the director by May 15 (Cycle 1) or by November 15 (Cycle 2).
 - b. Rejections shall be forwarded to the campus requesting additions.
6. The director shall discuss the responses with the registrars and the registrars shall forward recommendations to the director through a formal vote.
7. The director shall forward the registrars' recommendations to the Vice Chancellor and the AAC.

- a. The Vice Chancellor shall advise the AAC of unanimous votes from the registrars.
 - b. If the registrars vote is not unanimous, the proposed additions shall be forwarded to the vice Chancellor and the AAC, along with a recommendation from the director. The AAC will make a recommendation about the courses to the Chancellor.
8. The Chancellor shall make the final decision and the director shall notify the registrars.
 9. Registrars should update their bound copies to show the changes and the effective dates of the changes.
 10. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR CHANGES TO EXISTING CAMPUS SILVER PAGES GERTA LISTINGS:

1. Complete a [GERTA Request Form](#) and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. Extensive changes such as restructured curriculum or extensive changes to a course syllabus shall follow the same guidelines as the request for additions to existing campus Silver Pages GERTA listings above.
3. Simple changes such as changes to the number of course credits, changes to title or changes to course number shall be controlled by the director.
4. The director shall forward these changes to the Vice Chancellor and the registrars by email.
5. Registrars should update their bound copies to show the changes and the effective dates of the changes.
6. The director shall ensure updates to GERTA are made on the Web and in the bound copies maintained by the system office.

REQUEST FOR DELETIONS TO EXISTING CAMPUS SILVER PAGES GERTA LISTINGS:

1. Complete a GERTA Request Form and submit electronically to director by March 15 (Cycle 1) or by October 15 (Cycle 2).
2. The director shall ensure compliance with SBHE policy.
3. Deletions that will make a significant impact on the structure of GERTA (as determined by the director) shall follow the same guidelines as the request for additions to existing campus Silver Pages GERTA listings above and require a formal vote of the registrars. Determining the level of impact will be the responsibility of the director.
4. Deletions that will not significantly impact the structure of GERTA shall be removed from GERTA by the director.
5. The director shall forward the institution's list of deleted courses to the Vice Chancellor and the registrars by email.
6. Registrars should update their bound copies of GERTA to reflect the change and the date of the change.
7. The director shall ensure updates to GERTA are made on the Web and in the found copies maintained by the system office.

POLICY HISTORY

Chancellor's Cabinet Meeting, June 2001
Chancellor's Cabinet Meeting, March 27, 2003
Chancellor's Cabinet Meeting, August 18, 2005
Chancellor's Cabinet Meeting, March 1, 2007
Chancellor's Cabinet Meeting, October 22, 2008.

REFERENCES

NDUS Procedures 403.7.1 GERTA Inclusion, Additions, Deletions and Changes
<https://www.ndus.edu/makers/procedures/ndus/default.asp?PID=270&SID=56>

SBHE POLICY: COMMON COURSE NUMBERING GUIDELINES

This procedure implements SBHE Policy 403.7. The following guidelines have been used to develop the Common Course Numbering (CCN) Matrix. These guidelines will also be used for the updating and monitoring of the project.

GUIDELINE 1: COMMON/UNIQUE COURSES DEFINED

1. If courses are accepted as "common" by academic discipline groups, then such courses must have a common course number, title, and generic description. Departmental prefixes need not be the same if the academic discipline group responsible for the course has determined that multiple departmental prefixes may be deemed common. For example, a discipline group may determine that the prefixes MICR and BIOL are both suitable in identifying a Microbiology course. A campus may enhance the course description to represent the course as it is offered at that campus as long as the basic description remains common. Common courses are transferable to other campuses as the equivalent of the common course.
2. The credit range among institutions may not deviate by more than one credit for a course listed on the matrix.
3. If the course is not accepted as common, but is still listed on the Matrix, the course is considered "Unique." Unique courses' prefixes, numbers and titles are assigned by the campus. Course numbers, titles, and descriptions for unique courses must differ significantly from common course identifiers. Unique courses may transfer to other campuses to meet graduation requirements, major requirements, general education requirements, or elective requirements. Acceptance in transfer of unique courses is not required.
4. When adding new courses, the following guide may be used to determine necessary actions.

IS THE COURSE A DESIGNATED COMMON COURSE?		
NO	YES	DON'T KNOW
Review Matrix to ensure proposed course numbers are not already in use as CCN courses.	Assign common prefix, same number, same title and same generic description.	Contact the academic discipline group chair or the director of articulation and transfer to make this determination. This information is also available on the NDUS Transfer and Articulation Web site.
Assign common/unique prefix, unique number, unique title and unique description	Campus forwards syllabus and request for CCN inclusion to the director of articulation and transfer.	
If CCN Unique Course status is desired, campus should forward a request and syllabus to the director of articulation and transfer.	Director forwards materials to academic discipline group representatives for consideration.	
Director forwards materials to academic discipline group representatives to ensure courses are unique. Director advises campus of academic discipline group comments and, if necessary, updates the Matrix.	If there are no objections from the academic discipline group, the course is added to the Matrix. If objections are raised, the course is not added and the objections are shared with the requesting campus. Requesting campus may re-submit the course after changes are made.	

The director should be advised of any campus curricular changes that impact the Matrix.

5. For "common" courses, the following should be considered:
 1. The department name and the course prefix need not be the same.
 2. The course prefix should be of two to four letters.
 3. The course prefix need not match the department designation.
 4. The course may be taught outside the department.

5. The campus need not have the department teach the particular course.
 6. The credit range among institutions may not deviate by more than one credit for a course listed on the matrix.
6. Academic disciplines for whom common content is neither important nor easily expressed, may do one of two things:
1. Offer a brief common description, even if is not much more than a functional equivalent of the common title; or
 2. Agree that it is not worth attempting common descriptions for certain courses, even though they have been given CCNs.
7. Different courses may not have the same title, even if the prefix and number differ.
 8. Prefixes not previously approved for use for a campus must be approved by the Chancellor. Refer to the Academic Affairs Forms Request Stage II Cover Page.

GUIDELINE 2: LOWER DIVISION/UPPER DIVISION CROSS-LISTING

1. Introductory courses, traditionally offered to students in the first four semesters of a program of study, should have a 100 or 200 designation.
2. Courses considered as upper division are traditionally offered to students in the last four semesters of a program of study and should have a 300 or 400 designation.
3. A course may be designated as 200/300 if it is accepted as equivalent. The assumptions concerning the course are as follows:
 - The course is introductory.
 - Conditions for accreditation and/or other conditions involving majors and minors may require the upper division designation of some introductory courses.
 - The transferring student will not be required to retake the course.
 - A student transferring a 200 course accepted as a 300 course may be required to take a different course at the 300 level to meet graduation requirements.

GUIDELINE 3: MIDDLE DIGIT “9” REQUIREMENTS

1. At the discretion of the receiving campus, these courses may transfer as 1) equivalent to a course that exists on the receiving campus, 2) electives within the major and/or 3) electives toward graduation. Since these courses tend to be highly specialized, they should not be listed on the common course matrix.
2. These numbers are required for 19x and 29x.
3. These numbers are recommended for 39x and 49x and should be used whenever possible.
 - x90 Education methods courses within disciplines
 - x91 Seminars
 - x92 Experimental Course
 - x93 Peer Tutoring
 - x94 Independent study; Directed study; Undergraduate research
 - x95 Service Learning
 - x96 Study tours; Field study; Study Abroad
 - x97 Internship; Externship; Cooperative Education
 - x98 Pre-professional experience; Clinical; and Student Teaching
 - x99 Special topics courses; Reading courses

GUIDELINE 4: REQUIREMENT FOR ARTICULATION AGREEMENT NOTIFICATION

Special transfer arrangements between campuses or between groups of campuses should be in writing and accepted as an articulation agreement. Copies of all articulation agreements should be sent to the director of Articulation and Transfer for inclusion in a system Inventory of Articulation Agreements.

GUIDELINE 5: RECURRING ACADEMIC DISCIPLINE GROUP MEETINGS

The purposes of recurring academic discipline group meetings are three: 1) to provide academic discipline group members with the opportunity to discuss concerns and issues relevant to the academic field; 2) to maintain the discipline's section of the common course number matrix, to include the addition of courses from NDUS and partner institutions; and 3) to investigate and recommend methods of making transfer between and among institutions more seamless.

The academic discipline groups shall make recommendations concerning common course numbering issues, common credit-by-exam programs, statewide and system wide articulation agreements, and other matters concerning seamless transfer between and among NDUS and partner institutions.

1. Regular face-to-face group meetings of academic discipline group representatives will be scheduled on a revolving three-year cycle.
 - a. The chief academic affairs officer of each institution should promote attendance at these face-to-face meetings.
 - b. Every effort should be made to hold all subsequent meetings or discussions over IVN, email or by conference call.
 - c. Subsequent meetings may be requested by members of the academic discipline group, the chair of the group, the director of articulation and transfer, and by a member of the Academic Affairs Council.
2. Each campus' academic affairs division will select representatives for each of the discipline groups. The normal term of service on this committee will be three years.
 - a. A list of scheduled academic discipline group meetings for each semester will be provided to each campus' academic affairs division by the NDUS director of articulation and transfer at the beginning of that semester.
 - b. Each campus offering courses within a discipline scheduled to meet will provide the name, email, and telephone contact information of a representative from the academic field unless the campus has already provided this information and the information remains current.
 - c. The office of articulation and transfer will provide campuses with a complete list of discipline representatives, by discipline, annually on August 1. Campuses must review and update this list and return changes to the director of articulation and transfer no later than the last Friday of the month of August.
3. In consultation with the group, a date for the face-to-face meeting shall be chosen and discipline representatives and the Academic Affairs Council will be notified of meeting place and time by the director of articulation and transfer.
4. Discipline group representatives will elect a chairperson to facilitate meetings, to coordinate the group's actions, and to draft the group's recommendations for consideration by the Academic Affairs Council.
5. It is the responsibility of the discipline group members to notify campus individuals, offices, and departments of their recommendations.
 - a. These groups may include department chairs, deans, chief academic officers, registrars, and others as deemed necessary by the institution.
 - b. At the system level, through the office of articulation and transfer, direct communication shall be maintained with discipline representatives and with the Academic Affairs Council.
6. A period of time of no less than one month shall pass between the group's meeting and forwarding the group's recommendations to the Academic Affairs Council. This is to ensure all members have an opportunity to voice their opinions and concerns as well as the opinions and concerns of others on their campus.
7. Proposed changes to the common course matrix and other recommendations will be introduced to the Academic Affairs Council by either the NDUS director for articulation and transfer or by the discipline group chair-at the discretion of the discipline group chair.
8. The Academic Affairs Council shall forward to the Chancellor any recommendation for changes to the common course numbering system.

GUIDELINE 6: STATEWIDE & SYSTEMWIDE ARTICULATION AGREEMENTS

1. Statewide or systemwide articulation agreements may be drafted by academic discipline groups or by the NDUS director for articulation and transfer prior to consideration by the academic discipline groups.
2. Statewide or systemwide articulation agreements must be written so that lower division transfer may take place between or among any North Dakota University System institution, participating North Dakota tribal colleges and/or participating private college. This includes the traditional student option of bi-lateral transfer (one community college to one university) as well as non-traditional bi-lateral transfers (between community colleges, between universities, from university to community college), and multiple or multilateral transfers.
3. Participation by NDUS institutions in the statewide/systemwide articulation agreement process is not voluntary. Specific academic decisions, such as course equivalency and course acceptance is determined by the NDUS institution-except where that institutional option is superseded by existing NDUS policy or procedure (GERTA, CCN, etc.). Special note(s) indicating specific instances where individual campuses must differ with the articulated agreement(s) will be annotated on statewide articulation agreements.
4. For non-NDUS institutions, participation is voluntary and must be approved by the Chancellor, upon recommendations from the academic discipline groups and the academic affairs council.
5. Statewide or systemwide articulation agreements must include appropriate general education requirements, pre-requisites for the major, and transferable major requirements. Except where specifically requested by the academic discipline group, or where authorized by existing common course number guidelines, lower division courses will not replace upper division courses. In cases where lower division content is equivalent to upper division content, transferring students may still be required to complete the required number of upper division courses prior to graduation.
6. Statewide or systemwide articulation agreements shall be discussed by the academic discipline group(s) responsible for that academic area. A recommendation from the academic discipline group through the group's chair shall be forwarded to the NDUS director of articulation and transfer or to the Academic Affairs Council.
7. The Academic Affairs Council shall forward its recommendations concerning statewide or systemwide articulation agreements to the Chancellor. An agreement approved by the Chancellor is a guarantee of transferability of the courses listed on the agreement for the specific major at any of the institutions that are party to the agreement.
8. Where articulation agreements involve two or more academic discipline groups, both or all groups will provide a recommendation for the Academic Affairs Council.
9. The Academic Affairs Council shall make a recommendation to the Chancellor concerning the adoption of statewide and systemwide articulation agreements.

Click on the link to access [statewide/systemwide articulation agreements](#) currently approved by the Chancellor.

POLICY HISTORY

Chancellor's Cabinet Meeting, June 2001
Chancellor's Cabinet Meeting, September 14, 2005
Chancellor's Cabinet Meeting, March 22, 2006
Chancellor's Cabinet Meeting, September 6, 2006.
Chancellor's Cabinet Meeting, June 6, 2007.

REFERENCES

SBHE Policy 403.7 Common General Education Requirement and Transfer of General Education Credits
<https://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=98&SID=5>

NDUS Procedure 403.7.3 Common Course Numbering Guidelines
<https://www.ndus.edu/makers/procedures/ndus/default.asp?PID=272&SID=56>

CURRICULUM COMMITTEE: CHANNELS FOR APPROVAL

Legend:

A-APPROVAL NEEDED

NCRF-NEW COURSE REQUEST FORM

CCIF-COURSE CHANGE/INACTIVATION FORM

PCDAF-PROGRAM CHANGE/DELETE/ADDITION FORM

Proposal	Form Needed	Dept	Curriculum Committee	NDACRAO*	AAC**	Cabinet	SBHE
COURSE-NEW							
-Permanent Number	NCRF	A	A				
-Special Topics Course (x99)	NCRF	A	A				
COURSE CHANGES							
-Catalog Description	CCIF	A	A				
-Catalog Number	CCIF	A	A				
-Credit Hours	CCIF	A	A				
-Prefix	CCIF	A	A				
-Requisites (prereqs, coreqs, etc.)	CCIF	A	A				
-Course Title	CCIF	A	A				
GERTA/COMMON COURSE NUMBERING		-New course: Use NCRF		-Existing course: use CCDF			
-Addition to GERTA Guide	NCRF- CCIF	A	A	A	A	A	
-Deletion from GERTA Guide	CCIF	A	A	A	A	A	
-Addition to Common Course Numbering Guide	NCRF – CCIF	A	A	A	A	A	
-Deletion from Common Course Numbering Guide	CCIF	A	A	A	A	A	
COURSE INACTIVATION							
	CCIF	A	A				
PROGRAM CHANGES							
-Deletion/Removal	PCDAF	A	A		A	A	A
-Title Change (Department, Degree, Major, Minor)	PCDAF	A	A		A	A	Chancellor Approval
-CIP Code Change	PCDAF	A	A		A	A	A
-Curriculum/Program Requirement edits	PCDAF	A	A				
-Request to inactivate program (up to 3 years)	PCDAF	A	A		A	A	A
OPTION							
(Specializations or concentrations for tracking and/or transcription)	PCDAF	A	A				

*NDACRAO: North Dakota Association of Collegiate Registrars and Admission Officers (meets biannually in June & October)

**AAC: Academic Affairs Council (meets monthly)

- Forms must be signed and completed prior to submission to the Curriculum Committee. Form submitted without proper completion or missing documentation (COGs, POGs, syllabus, SEP, etc.) **will not** be reviewed by Curriculum Committee until properly completed.
- Please see the [Course Change/Inactivation Legend](#) when completing and course changes to ensure forms are completed for review by the Curriculum Committee.
- Please reference the [CIP Code Legend](#) when making changes to course CIP codes.
- To ensure information is displayed accurately on our website, in our catalog, and that Academic Requirement Reports are updated for graduation audit purposes, **any program changes which involve changes in program requirements needed for graduation require submission of an updated Student Education Plan (SEP) with the Program Change/Delete/Addition Form.**

SBHE POLICY: INSTITUTIONAL REPORTS, CATALOGS, BULLETINS

Institutions shall publish electronic and/or hard copies of catalogs and bulletins for the purpose of furnishing prospective students and other interested persons with information about the institutions. Announcements contained in such printed or electronic material are subject to change without notice and may not be regarded in the nature of binding obligations on the institutions and the State.

PROCEDURE

1. Williston State College publishes their academic catalog on an annual basis.
2. Catalog changes to programs and courses must follow the curriculum approval process.
3. Catalog changes are due by dates as published by the Academic Affairs Office.

POLICY HISTORY

Chancellor's Cabinet Meeting, June 2001

Chancellor's Cabinet Meeting, September 14, 2005

Chancellor's Cabinet Meeting, March 22, 2006

Chancellor's Cabinet Meeting, September 6, 2006.

Chancellor's Cabinet Meeting, June 6, 2007.

REFERENCES

SBHE Policy 450 Institutional Reports, Catalogs, Bulletins

<https://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=107&SID=5>

APPENDIX A

Credit Hour Policy

For academic purposes:

Lecture hours: Instructional hours consisting of theory or new principles.

Lecture credit hours: Semester credits- must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture hours by 15).

Laboratory hours: instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

Laboratory credit hours: semester credits- must teach a minimum of 30 laboratory hours to award 1 semester credit (divide laboratory hours by 30).

Externship/internship/cooperative education hours: instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

Externship/internship/cooperative education credit hours: semester credits- must teach a minimum of 45 externship hours to award .5 semester credit (divide externship/internship hours by 90).

For purposes of Title IV Federal Financial Aid:

The US Department of Education has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity as follows:

Credit hour:

One hour of classroom or direct faculty instruction and a minimum of two hours of out of the class student work each week for approximately 15 weeks for one semester.

At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; or

Institutionally established reasonable equivalencies for the amount of work required in #1 above for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement and in accordance with accreditation standards.

Approved by Faculty Senate: April 24, 2015

Approved by Faculty Council: April 29 2015