

Instructions for Submitting Curricular Changes for 2024-25 Catalog

Forms and documents available on Provost's website: <https://sou.edu/provost/#curriculum>

Instructions for Submitting Curricular changes for 2024-25 Catalog

New Course Proposal form

Guidelines for listing prerequisites

SOU New Program Proposal form (SOU in-house form; use for majors, certificates, minors, and degree concentrations)

HECC New Program Proposal form (for new degrees/majors)

Catalog Style Sheet

Curricular Change Approval form (to be signed by School Director)

Return your curricular change materials **the Provost's office**, by **July 28*** or **October 27, 2023***. Call the Provost's Office at 2-6114 if you have any questions about the curricular change process.

*Note: curriculum changes received by Provost's office by July 28 will receive priority review. The final deadline for any additional proposed curriculum changes is October 27, 2023. Proposals received after October 27 will not be considered for the 2024-25 catalog.

1. **New Courses** - Complete the New Course Proposal form (this is a fillable form) available on the Provost's website at <https://sou.edu/provost/#curriculum>. Before assigning a course number, *check with the Registrar's Office for possible numbers to use*. **Submit the New Course Proposal form electronically to the Provost's Office (provostsoffice@sou.edu) and include it with the other catalog changes you submit to your School Director.**
2. **Cross-listed and cross-referenced courses** – If you are proposing to cross-list or cross reference a course, fill out the Cross-list or Cross-reference Course Proposal Form by clicking on the the Cross-list or Cross-reference Course Proposal Form link on the [Provost's website](#) or copy/pasting the following link: <https://forms.gle/gJwxrvx7PmugzFd7A>. Completing this form will generate and send you a pdf form that needs to be signed by the Chairs of the Programs in which the course will be offered. Once signed, submit the form to the Provost's office.
3. **New major or certificate** - If you are proposing a new degree/major or certificate, contact the Provost's Office for information on requirements of the Higher Education Coordinating Commission. The guidelines and forms can be found at: <https://sou.edu/provost/#curriculum>. In addition, complete the SOU New Program Proposal form available on the Provost's website. **Submit these forms electronically to the Provost's Office (provostsoffice@sou.edu) as well as to your School Director.**
4. **New minors or new concentrations for existing degree programs** - Complete the SOU New Program Proposal form available on the Provost's website. **Submit the completed form electronically to the Provost's Office (provostsoffice@sou.edu) as well as to your School Director.**

5. **Course modifications** - You may view existing courses in the catalog by choosing the left link labeled Course Descriptions. In the Prefix menu select the course prefix from the menu.
 - a. To view a single course description, double-click on the course from the list. To indicate changes to the description, please send your edited course descriptions electronically. Or, you may print out the description, line out old text on catalog printout and indicate new text. Attach extra pages as necessary. If you are proposing changing the number of a course, *check with the Provost's Office to discuss course numbers available to you.*
 - b. To view descriptions for all the courses with a single prefix, click on the course prefix from the Prefix menu and click Filter. Select Print-Friendly Page, then select Expand All Courses to view all descriptions with that prefix. You may print out this list and indicate changes on the printout.

6. **Modifications to existing curricular requirements and electives:**
 - To view your program's introductory text, in the left links click on Academic Programs. Select your program from the list, and send revised information in a Word document to the Provost's Office (provostsoffice@sou.edu), being sure to provide specific directions on where the revised text should be placed. Or print out the relevant pages and indicate changed text directly on the printout and, for changes of more than a few words, also send these as a Word attachment to the Provost's Office (provostsoffice@sou.edu).

 - To change requirements for your program, scroll to the end of your program's page and select the appropriate degree, concentration, certificate, or minor. Print the pages that will be changed and indicate changes on the printout. Lengthy changes can be attached on supplemental sheets and labeled "Insert A", "Insert B" and so forth, indicating where each change should appear on the printout. If you have text changes of more than a few words, also submit these changes as a Word document to the Provost's Office (provostsoffice@sou.edu).

 - Please also include:
 - Your assessment of how the proposed changes would better meet student needs
 - An explanation of how any change in the number of credits required for the program would fit with your program's current staffing
 - Any anticipated impact on other academic programs, with documentation of the other program's response

7. Submit copies of all forms and changes to your School Director, with the Curricular Change Approval form. Curricular changes for the 2024-25 catalog are **due to Provost's office Friday, July 28, 2023, and Friday, October 27, 2023.**