

DRAFT  
Adm. Memo #206  
College of Forestry  
2/20/95

## **CURRICULUM CHANGE PROCEDURE**

1. Ideas for curriculum change affecting one of the majors, minors, options, or courses offered by the College of Forestry, may originate with a faculty member, department head, student, alumna/us, or dean.
2. Ideas are submitted to the appropriate department curriculum committee where they are explored fully and presented, together with arguments pro and con, to the department faculty for reaction and comment but not necessarily for vote. Considering the views and additional information provided by the department faculty, the committee makes specific recommendations to the department head.
3. Department head considers committee recommendations and its administrative and academic aspects. Recommendations which are favored are submitted in the university-recommended format to the Dean's Office (Pvy 140) for approval. Major Category II proposals (course/credit hour changes) will be reviewed by the Curriculum and Advising Committee and may be forwarded to the Instruction Council. Category I proposals will be reviewed by both.
4. College-approved recommendations are then forwarded to the Academic Affairs office for approval by the University.
5. In the case of interdisciplinary degree programs, all curricula for programs in which the College of Forestry is a participant should be forwarded to the Dean's Office (Pvy 140) for review following the College guidelines listed under 3 above, prior to submission to the University for approval.
6. Note that curricular changes of any kind (course title, credit hours, content updating) REQUIRE Dean's Office approval prior to submission to the university.