Curricular Development Working Rules 2/5/94 - Present

All working rules of the School of Music Curriculum Committee (hereafter referred to as "the committee") shall be in accordance with University, College, and, when applicable, Graduate School regulations and policies including:

University Constitution and Bylaws
University Academic Procedures Manual
College Curricular Approval Procedures
Graduate School Curricular Approval Procedures

1. Definitions

1.1 Curricular development that requires change to the undergraduate or graduate catalogs shall be referred to as a catalog proposal.
1.2 Curricular development that does not require change to the undergraduate or graduate catalogs shall be referred to as a non-catalog proposal.
1.3 Minor catalog proposals include:
Editorial prerogative
Prerequisites
Course title
Course number
Credit hours
1.4 Major catalog proposals include:
Degree requirements for music majors
Requirements for areas of concentration in music
Substantive changes in course description
Course classifications
Addition or deletion of courses
Degrees or programs
1.5 Areas of Instruction
Music History and Literature
Music Theory and Composition
Music Performance
Brass
Keyboard
Percussion
String
Voice
Woodwind
Ensembles
Music Education
Jazz

2. Initiating Catalog Proposals
2.1 Catalog proposals shall be presented as changes to the appropriate undergraduate or graduate catalog.

2.2 Normally, faculty initiate catalog proposals. On those occasions when other levels initiate catalog proposals adequate time shall be provided to allow for formal response.
2.3 Faculty or administrators who initiate catalog proposals shall accept the responsibilities as the sponsor of the proposal.
2.4 Sponsors of a catalog proposal must complete the "School of Music Curricular Proposal - Catalog Change" form or the "School of Music Curricular Proposal - New Course" format.
2.5 Proposed changes to the Undergraduate Catalog must be received by the committee chair on the first class day of the Spring semester.
2.6 Proposed changes to the Graduate Catalog must be received by the committee chair on the first class day of the Fall semester.

3. Initial Discussion of Catalog Change Proposals

3.1 Sponsors of catalog proposals are responsible for consulting with the instructors whose courses the proposal directly affects.
3.2 With exception of editorial changes, sponsors of catalog proposals are responsible for consulting with the areas of instruction that the proposal directly affects.
3.3 Normally, minor catalog changes shall require consultation only of those areas directly affected as listed in the undergraduate or graduate catalogs.

4. Discussion and Recommendations on Catalog Proposals by the Committee

4.1 All catalog proposals shall be submitted to the committee chair.
4.2 The committee chair shall place proposals on the agenda of the committee for discussion and recommendation.
4.3 The committee chair may elect to postpone placing a catalog proposal on the agenda of the committee if the sponsor fails to 1) complete the Catalog Change form or the New Course format, 2) meet the appropriate deadline date, or 3) consult with the instructor(s) whose course(s) the proposal directly affects or with the area(s) of instruction that the proposal directly affects.
4.4 Sponsors of catalog proposals may petition the committee should their proposal not be placed on the agenda.
4.5 The committee chair shall provide the members of the committee with copies of all catalog proposals.
4.6 The committee may choose to consult with instructors or areas of instruction in addition to those stated by the sponsor on the " School of Music Curricular Proposal - Catalog Change" form or the "School of Music Curricular Proposal - New Course" format.
4.7 The committee shall consult with the sponsor of a catalog proposal if any alteration to the proposal is deemed necessary.
4.8 The committee shall consult the School of Music Chair or the Chair's designate on all proposals.
4.9 Catalog proposals that receive a positive recommendation from the committee shall be reported to the appropriate body.

5. Reporting Recommended Catalog Proposals

5.1 Reporting Recommended Minor Catalog Proposals

5.11 Normally, recommended minor catalog proposals are submitted by the committee chair directly to the College Curriculum Committee without a formal vote by the School of Music faculty.
5.12 The committee chair shall give written notification of all recommended minor catalog proposals to the School of Music faculty at least two weeks before submitting such recommendations to the College Curriculum Committee.
5.13 Upon the written requested by three or more faculty members within two weeks of such notification, recommend minor catalog changes must pass a formal vote by the School of Music faculty before submitting such recommendations to the College Curriculum Committee.

5.2 Reporting Recommended Major Catalog Proposals

5.21 All recommended major catalog proposals must pass a formal vote by the School of Music faculty before such recommendations are submitted to the College Curriculum Committee.
5.22 The committee chair shall notify the School of Music faculty of all recommended major catalog changes at least two weeks before a formal faculty vote.
5.23 The committee chair shall submit all recommended major catalog proposals changes approved by the School of Music faculty to the College Curriculum Committee.

5.3 Reporting Recommended Catalog Proposals to the Graduate Catalog

5.31 Reporting recommended changes to the graduate curriculum shall follow the same procedures as "Reporting Recommended Major Catalog Proposals" and "Reporting Recommended Minor Catalog Proposals" above.
5.32 Changes to the graduate curriculum of the School of Music shall be the province of the graduate faculty of the School of Music.

6. Non-Catalog Proposals

6.1 Non-catalog proposals shall be submitted in writing to the committee chair for review by the committee.
6.2 All non-catalog proposals shall be placed on the agenda of the committee.
6.3 The committee shall determine if a formal faculty vote is necessary on non-catalog proposals.
6.4 If a formal vote by the faculty is deemed necessary, the committee chair shall notify the School of Music faculty of the committee's recommendation at least two weeks before a formal faculty vote is called.