

CURRICULUM FREQUENTLY ASKED QUESTIONS

1. Which petition form do I use for my curriculum change?

Guidelines regarding which petition to use can be found in the University Faculty Handbook, Item III, Procedures for Changes in Undergraduate Curricula, beginning page 63.

2. Where can I find the petition?

*Petitions are currently located on the following Academic Affairs webpage:
<http://www.usi.edu/acaffrs/UndergraduateCurriculum.asp>*

3. What counts as a “minor modification”?

What were once called “minor modifications” are now called “memorandum-required modifications” because they can be handled through a memorandum rather than petition.

4. What changes can I make with a memorandum?

Memorandum-required modifications are only for the following:

- **No** program changes can be done by memorandum.
- Course title
- Course number in which the course level remains the same.
- Changes in prefix if the proposed prefix has been officially approved for use.
- Course description and changes in prerequisite where the change is necessary because of a change in the title or number of the prerequisite course.

More information can be found in the University Faculty Handbook, Item III, Section D, 1.a., page 67.

5. What are the submission deadlines for review?

All petitions must be submitted and received in Academic Affairs by the following schedule:

For courses offered in the fall term: November 15th of the prior year.

For courses offered in the spring or summer terms: March 1st of the prior year.

Memorandum-required modifications and experimental courses do not have to meet these deadlines.

6. Once I have all the approvals needed in my College, where do I send the original?

The petition should be submitted to Michele Duran (mlduran@usi.edu) in the Office of the Provost.

7. Do I submit paper copies or digital?

The original and eight paper copies, plus an electronic version of the rationale and any program/course descriptions should be submitted to Michele Duran (mlduran@usi.edu) in the Office of the Provost.

8. Does Academic Affairs forward the petition to the Curriculum Committee or is that my responsibility?

Academic Affairs will notify the Curriculum Committee Chair that the petition has been received and will keep petitions for remainder of the process. The Curriculum Committee Chair is notified when petitions are received and is responsible for scheduling when the petition will be reviewed by the Committee.

9. Once the petition is accepted by Academic Affairs and the Curriculum Committee, do I have any further responsibilities?

No. The originator of the petition will be contacted if information is missing or additional information is needed for the petition.

10. How am I notified when my petition is being reviewed by the Curriculum Committee?

Once scheduled, the petition will be listed in the Academic Affairs report that is published in USIToday at least ten days prior to the meeting.

The Curriculum Committee will send the department that generated the petition an email invitation to the meeting where the petition will be discussed. The department may send someone to the meeting to answer any questions that may arise during discussion. Any college curriculum chair is welcome to attend any curriculum meeting.

11. Where are the petitions kept after approval?

Petitions are filed by each College and their respective department(s) in the Office of the Provost. Deleted Programs are transferred to BannerExtender.

12. If I'm trying to find out information about historical petitions, who do I contact?

The Office of the Provost maintains all curriculum files and can locate information regarding any additions, deletions, or changes to curriculum.