

Overview of Curriculum Legislation Guidelines

Forms for the legislative process of undergraduate curriculum items can be found on the Registrar's website, under "Forms" on the left tab and then under "Legislative Process for Undergraduate Curriculum Items." There will also be a link on the Faculty Senate website, on the left tab, linking to the "Legislative Process for Undergraduate Curriculum Items" webpage.

All items for legislative consideration shall follow the established procedure:

1. College Preliminary Legislation briefcase
(Final version of proposed legislation will not be acted on until uploaded into the College Curriculum Committee briefcase.)
2. College Curriculum Committee briefcase
3. College Curriculum Committee
4. Gen Ed Committee and/or Council for Teacher Education (if necessary)
5. Registrar's Administrative Specialist
6. 10-day posting
7. Faculty Senate Undergraduate Curriculum Committee
8. Faculty Senate meeting

Exceptions to this process include:

Honors College Program and Undergraduate Studies

- Following the two week preview period, the Registrar's Administrative Specialist will move all legislative items in this category, into each of the 4 College Curriculum Committee briefcases, where they will undergo vetting and approval before going back to the Administrative Specialist for the Registrar, for the 10-day posting, FS UGCC, and subsequent Faculty Senate approval.

Intensive English Program

- Items will go to Faculty Senate Undergraduate Curriculum Committee and Faculty Senate as an FYI.

Interdisciplinary Programs

- Women's Studies and International Studies will continue to go through the College of Arts and Sciences Curriculum Committee.
- Any other interdisciplinary program will initially be uploaded into one college preliminary briefcase
 - FOR EXAMPLE.....the College of Business and the College of Technology have an interdisciplinary program proposal. The proposal itself would first be uploaded into either the College of Business Preliminary Legislation briefcase OR the College of Technology Preliminary Legislation briefcase, JUST NOT BOTH AT THE SAME TIME.
 - Following the two week preview period, the legislation will then be uploaded into the college curriculum committee briefcases of all affected colleges (college administrative officers and the Registrar's Administrative Specialist will facilitate this)

Any questions regarding the movement of legislation should be directed to the Registrar's Administrative Specialist at x4206.

Any questions regarding Kansas Board of Regent forms and their timeline, should be directed to the Provost's Administrative Officer at x4113.