#### North Dakota State University

#### Impacted Departments Form

The purpose of this document is to ensure that curriculum changes in one department that alter or impact curriculum or courses required or commonly taken by other academic departments get timely notification. Further, NDSU encourages departments to work collaboratively in achieving its educational mission and communicate any changes occurring in the originating department as appropriate and necessary.

This document applies (1) to the creation of new courses, (2) to changes to existing courses, and (3) to program-level curriculum changes. New course requests do not typically have an effect on other departments, except through program-level curriculum change. However, the university wants to ensure that it stewards resources appropriately by preventing course duplication.

1. **New Course Requests**

Course name: Course number:

[ ]  The originating department conducted a search of the university bulletin to determine if comparable courses already exist. Please list the existing course(s) that the proposed course is comparable to and provide a brief explanation of how the proposed course(s) differ from the existing course(s).

[ ]  This course does not impact other academic departments.

 No further action is needed.

[ ]  No other academic departments require this course, but students from other departments take this course. Please list the departments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In general, such a change is relatively minor to the impacted department, typically being related to inclusion of the course in a list of course from which some number of courses must be selected.

Please attach any documents showing notification to the impacted department and their response evidencing support for or against the propose course. If no response has been received from the impacted department within 10 business days during the spring or fall semester this may be treated as agreement with the change.

1. **Changes to Existing Courses**

Course name: Course number:

[ ]  This course does not impact other academic departments.

 No further action is needed.

[ ]  No other departments require this course, but students from other departments take this course. Please list the departments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In general, such a change is relatively minor to the impacted department, typically being related to inclusion of the course in a list of course from which some number of courses must be selected.

Please attach documents showing notification to the impacted department and their response evidencing support for or against the propose course. If no response has been received within 10 business days during the spring or fall semester this may be treated as agreement with the change.

[ ]  Other departments require this course. Please list the departments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In general, such a change can be a major alteration to the impacted department, and, as such, significant discussion should occur.

Please attach documents showing notification and any response from the impacted department. If no response has been received within 10 business days this may be treated as agreement with the change.

**NOTE:** If more than three (3) departments require this course, notification and discussion through Deans/Chairs and/or Department Head meetings should occur. As such, the department proposing the change should also note when the meeting(s) occurred.

**3. Program Level Curriculum Changes**

Program level changes can affect other departments, for instance with respect to staffing levels, removing a required course from your curriculum or adding/removing a course in a list of possible electives can affect how many course sections are needed.

Program name:

[ ]  Course changes do not affect any other departments

 No further action is needed.

[ ]  Course changes impact other departments through changes in elective courses. Please list the departments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In general, such a change is relatively minor to the impacted department but may still have minor affects.

Please attach documents showing notification and any response from the impacted department. If no response has been received within 10 business days during the spring or fall semester this may be treated as agreement with the change.

[ ]  Course changes impact other departments through changes in required courses. Please list

departments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In general, such a change can be a major alteration to the impacted department, and, as such, significant discussion should occur.

Please attach documents showing notification and any response from the impacted department. If no response has been received within 10 business days this may be treated as agreement with the change.

**NOTE:** If more than three (3) departments require this course, notification and discussion through Deans/Chairs and/or Department Head meetings should occur. As such, the department proposing the change should also note when the meeting(s) occurred.