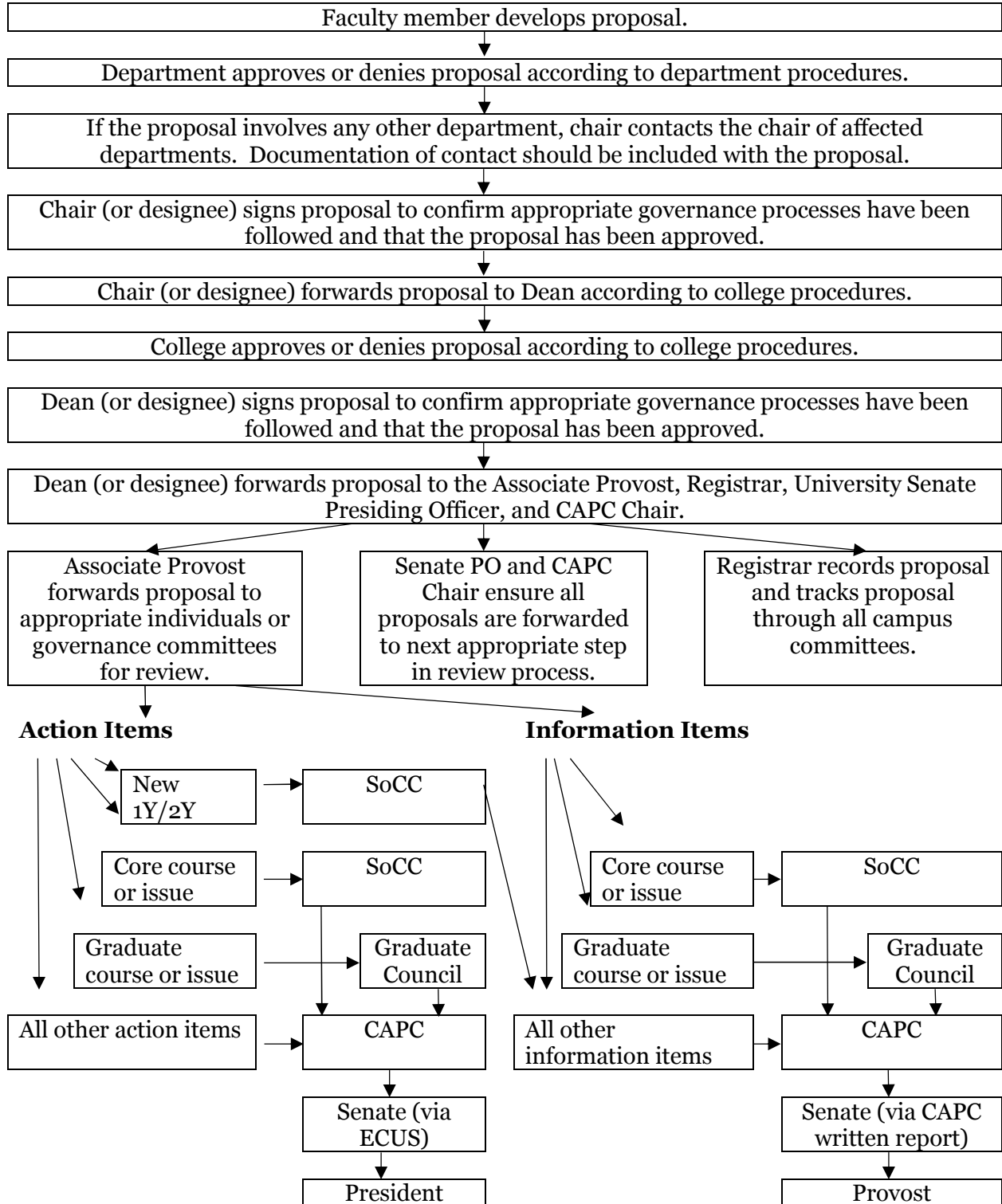# Campus Curriculum Approval Process
for New Courses, Course Changes, Program of Study Changes, or Changes to Existing Programs originating at the Department Level

A denial at any approval point either stops this process or moves it to an appeal.

Faculty member develops proposal.

Department approves or denies proposal according to department procedures.

If the proposal involves any other department, chair contacts the chair of affected departments. Documentation of contact should be included with the proposal.

Chair (or designee) signs proposal to confirm appropriate governance processes have been followed and that the proposal has been approved.

Chair (or designee) forwards proposal to Dean according to college procedures.

College approves or denies proposal according to college procedures.

Dean (or designee) signs proposal to confirm appropriate governance processes have been followed and that the proposal has been approved.

Dean (or designee) forwards proposal to the Associate Provost, Registrar, University Senate Presiding Officer, and CAPC Chair.

Associate Provost forwards proposal to appropriate individuals or governance committees for review.

Senate PO and CAPC Chair ensure all proposals are forwarded to next appropriate step in review process.

Registrar records proposal and tracks proposal through all campus committees.

Action Items

New 1Y/2Y → SoCC

Core course or issue → SoCC

Graduate course or issue → Graduate Council

All other action items → CAPC

CAPC → Senate (via ECUS) → President

Information Items

Core course or issue → SoCC

Graduate course or issue → Graduate Council

All other information items → CAPC

CAPC → Senate (via CAPC written report) → Provost

Definitions and examples:

Action items (Vote required for each stage of governance; approval by President)

- policies relating to general university degree requirements (e.g., general education/core, foreign language requirement, first year seminar)
- proposals to create, deactivate, terminate, or rename programs (majors, minors, concentrations, or certificates)
- changes to the delivery of existing programs

Information items (Notification only for governance groups; approval by Provost)

- new course proposals
- proposals to deactivate courses
- changes to existing course descriptions, prerequisites, corequisites,
- changes to existing programs of study (majors, minors, concentrations, or certificates)

Required forms or documentation:

New course: New Course Approval Form (Undergraduate/Graduate). If the new course will be included as a specific requirement in a program of study, also attach a memo documenting the program of study change.

New core Area A, C, D, or E course: New Course Approval Form (Undergraduate) and Core Curriculum Course Approval Form for appropriate area

New core Area B section: GC1Y or GC2y Approval Form

Course changes or deactivating courses: Master Course File Change Form, attach any other pertinent documentation

Program of study changes: submit memo showing old and new curriculum

Other changes to existing programs: submit memo discussing change

Please submit each proposal as a separate file to facilitate circulation and review.

Chair responsibility:

For all major changes, including proposals to create or deactivate a programs or to change the delivery of a program, chairs should have preliminary discussions with the dean and provost prior to formally considering the change at the department level.

Whenever possible, a knowledgeable faculty member and/or the chair should be present at all meetings when an action item is discussed.

Notification and additional approvals:

Notification of final campus approvals will be posted in the University Senate motion database for action items and sent from the Provost's Office for information items. The Associate Provost will coordinate any additional approval from or notification to the University System or the Board of Regents or SACS.