

## **PROPOSING NEW COURSES OR CHANGING EXISTING COURSES OR PROGRAM REQUIREMENTS\***

1. Attend a course/curriculum change workshop offered at the beginning of every semester by the Undergraduate and Graduate Curriculum Subcommittees through CETL. Bring your draft proposals and your questions. **This is highly recommended!**
2. The new course or course change is proposed on appropriate forms (available on Informed Filler®).
  - Be sure and attach the corresponding page from the current catalog indicating where and how the change will appear.
  - All of the information requested on the form needs to be supplied, including signatures from department chairs of departments potentially affected by the proposed change. The affected department does not necessarily have to approve the proposal, but consultation must take place! This will avoid delays later on in the process.
3. Signature of department chair and/or graduate coordinator (if appropriate) is secured. (A department level committee review may be required.)
4. Submitted to appropriate school/college committee for review (if applicable).
  - This varies by school/college. Some have a curriculum committee or a graduate committee, some have both and some have neither. Proposals that come forward that have received careful review at the school/college level generally proceed smoothly through the university committees. Check college/school for possible earlier deadlines.
  - Signed off by chair of appropriate school committee.
5. Signed off by the school/college dean.
6. Original forms plus 10 copies are forwarded, by the published deadlines, to the Associate Provost's office (undergraduate) or the Division of Graduate Studies (graduate) who forwards the proposal to the appropriate senate committee.
7. Reviewed by the Undergraduate Curriculum Subcommittee or the Graduate Curriculum Subcommittee.
  - Proposals can be reviewed at any time. It is not necessary to wait for the deadline.
  - The contact person listed on the front of the form will be notified when your proposal is on the committee's agenda. It is very important for the author of the proposal (or their designee) to attend the meeting. This expedites the whole process.
  - The committee's decision will be communicated by phone or email to you by either the committee chair or the school/college's representative on the committee. Also, the committee minutes are the official record of committee actions and are distributed by the Office of the Academic Senate.
8. Approved proposals are signed by the Associate Provost or the Graduate Dean or their designee and forwarded to the catalog office.
  - The catalog office will make any changes indicated on the form or remove the change from the catalog copy previously submitted by the department, if the proposal was not approved. **Please note: The catalog office is not authorized to make catalog copy changes involving program requirements without the committee's approval.**

\*The process for proposing a brand new program or making significant changes to a program requires more extensive planning and documentation. Guidelines for proposing new programs are available from the Associate Provost's Office (undergraduate) or the Division of Graduate Studies

(graduate). In the case of graduate programs falling under this category, they are submitted to the University Graduate Committee rather than the Graduate Curriculum Subcommittee. New programs must be approved by the Academic Senate, the Provost, the President and finally the Chancellor's Office. Pilot programs and Fast Track processes are available. Please consult with the appropriate campus administrator prior for more information.

2/1/01