



- 6) After review in the Office of the Provost, new and changes in existing undergraduate courses are transmitted to the Faculty Senate Curriculum Committee.
- 7) Upon review and action by the Curriculum Committee, Course Approval Forms are sent to the Office of the Provost for final approval (undergraduate offerings are approved by the Associate Provost for Undergraduate Studies).
- 8) The Office of the Provost distributes the approved Course Approval Form to the originating college dean and department, and other appropriate units, including the Registrar and catalog management personnel.

*Programs involving more than one college:*

- 1) Proposals for new or altered programs begin with a discussion among the faculty of the departments responsible for delivering the program.
- 2) After faculty discussion at the unit level, the chair/director/dean or the originating college prepares a Program Approval Form, along with a proposal containing at least the following: a) background information; b) academic justification; c) student need and demand for the program; d) listing of courses with credit hour requirements (for changes in existing programs, identify course deletions); e) additional resources required (faculty, facilities, equipment); and f) any other pertinent information.
- 3) The proposal and support materials are submitted to the College Curriculum Committee.
- 4) The College Curriculum Committee reviews the proposals.



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