Registrar - Initial Review

Initial Submissions go directly to the RO Curriculum Team for technical review (identify gaps in documentation, resolve potential discrepancies or questions, identify impacted departments and make updates for catalog standards).

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IF APPLICABLE
Impacted Unit

Proposal is routed to one or more academic units to provide an impact statement. Submitters/RO staff select "Yes" under External Impact **and** choose one or more units from the list.

→

Unit Leader - Unit Review

Checks accuracy of submission (edits as needed); Verifies disciplinary appropriatness and resource availability.

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College Curriculum Committee

Checks accuracy of submission; provides feedback regarding consistency with college objectives and academic standards/integrity.

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IF APPLICABLE
Liberal Arts Council

CCCs make recommendation to Council regarding inclusion in LAC Submitters select "Yes" under LAC Review and select LAC area(s). Required for new courses seeking LAC status and major changes to existing LAC courses.

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IF APPLICABLE
Professional Education Council

PEC ensure consistency with Teacher Ed standards and objectives. Submitters select "Yes" under PEC Review; required for all teacher licensure proposals and major changes.

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College Dean

Determines consistency with college responsibilities and whether sufficient resources are available or have been requested.

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Unit Leader - Final Approval

Opportunity to incorporate or address feedback from the College Curriculum Committee prior to Dean's review.

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CEBS Dean

Ensure consistency with Teacher Ed standards and objectives. Submitters select "Yes" under PEC Review; required for all teacher licensure proposals and major changes.

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IF APPLICABLE
Grad School Dean

Determines whether graduate school will support implementation. Required for graduate level proposals and *major* changes.

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Provost/CAO Stage

Associate Provost works with Provost to determine consistency with univeristy mission and goals and whether university will support implementation. Required for all new proposals and *major* changes.

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Registrar Approved
Banner/Catalog update