**Curriculum Workflow Process**

**Form A – Change an Existing Course.** Request minor course changes to active graduate and undergraduate programs.

1. Department representative initiates Form A in Curriculum Workflow
2. Department chair approval
3. Registrar’s office performs technical check
4. Faculty Senate Curriculum Committee approval
5. OGS approves graduate courses and those with *, **, and double number designations
6. College/school dean or curriculum committee approval
7. Registrar’s office processes course for catalog and student systems
Curriculum Workflow Process

Form B – New Course Request. Request new undergraduate and graduate courses

1. Department representative initiates Form B in Curriculum Workflow
2. Department chair approval
3. Registrar’s office performs technical check
4. College/school dean or curriculum committee approval
5. Provost approval OR for HSC courses Chancellor approval
6. Faculty Senate Curriculum Committee approval
7. Faculty Senate Undergraduate Committee and/or Faculty Senate Graduate and Professional Committee approval
8. Library approval
9. For new course with new subject code, Higher Education Department approves CIP code
10. Registrar’s office processes course for catalog and student systems
Form C – Degree/program change. Changes to existing graduate and undergraduate degrees, majors, minors, concentrations, emphases and transcripted certificates.
Form C – Degree/program change. New undergraduate degrees, majors, minors, concentrations, emphases, and transcripted certificates. New graduate minors, concentrations, and emphases.

Curriculum Workflow Process

Provost OR Chancellor (for HSC program) approves preliminary outline for new degrees or programs

Department representative initiates Form C in Curriculum Workflow

Department chair approval

Registrar’s office performs technical check

College/school dean or curriculum committee approval

Faculty Senate Curriculum Committee approval

Faculty Senate Undergraduate Committee and/or Faculty Senate Graduate and Professional Committee approval

Library approval

Approval by Board of Regents (new UG degrees, majors, certificates only) OR HSC Board of Directors (for HSC program)

Approve by Academic/Student Affairs/Research Committee of the Board of Regents (new UG degrees, majors, certificates only)

Registrar’s office processes for catalog and student systems

Approval of new CIP codes by Higher Education Department

Faculty Senate approval

Faculty Senate approval

Approval by Academic/Student Affairs/Research Committee of the Board of Regents (new UG degrees, majors, certificates only) OR HSC Board of Directors (for HSC program)

Faculty Senate approval

Faculty Senate approval

Faculty Senate approval

Faculty Senate approval

Faculty Senate approval

Faculty Senate approval