Faculty member creates a new course or revises existing course and enters it in CurricUNET.

BEGIN

Course goes to originating department members and Department Chair for Departmental Review, including technical review.

ACTION
Course goes to Dean (affirmative default after five days).

REVIEW
Course goes to Articulations Officer, and Curriculum Committee Co-Chairs; Curriculum Committee agenda generated.

ACTION
Course goes to Curriculum Committee Members for First Reading.

REVIEW
Feedback on course from the Curriculum Committee is delivered to the originating author by the department representative and any requested changes are made by the author.

ACTION
Course goes to Curriculum Committee Members for Second Reading.

REVIEW
If there are articulations issues, comments made by Articulations Officer should generate email to author.

Course will go to GE Subcommittee as needed, after the first reading.

DTRW feedback will be delivered to author by Curriculum Committee faculty Co-Chair.

ACTION
Course goes to Board for approval.

END

If there is a Distance Learning Appendix, the course (with appendix) will go to the Distance Education Committee Co-Chairs for review.

CurricUNET Approval Queue Flowchart

Courses approved by the Curriculum Committee will be sent to the Librarian for information.