

University Senate Academic Approvals

In general, a proposal is never made effective for the same semester in which the change was approved. Unless the curricular form explicitly requests an effective date that is logical (for a future semester), the effective date will be the semester subsequent to when the item was approved.

The HCCC is the only entity of the Senate that meets 12 months out of the year – the Undergraduate and Graduate Councils, Senate committees, and the Senate Council and University Senate meet only during the academic year and recess over the summer.

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Below is a brief description<sup>1</sup> of the various paths curricular proposals take through the University Senate apparatus. The path descriptions assume that prior to submission to any council, the appropriate department- and college-level approvals have been received.

(Approval of DL courses, GWR courses and USP courses follow similar but modified paths.)

1. Courses within the 100 – 499 series (except 400G to 499G – see #2):
  - a. HCCC (if applicable)
  - b. Undergraduate Council
  - c. 10-day web transmittal for Senate Council and Senate approval<sup>2</sup>
  - d. Registrar
  
2. Courses within the 400G - 499G series:
  - a. HCCC (if necessary)
  - b. Graduate Council
  - c. Undergraduate Council
  - d. 10-day web transmittal for Senate Council and Senate approval
  - e. Registrar
  
3. Courses within the 500 – 599 series:
  - a. HCCC (if necessary)
  - b. Undergraduate Council
  - c. Graduate Council
  - d. 10-day web transmittal for Senate Council and Senate approval
  - e. Registrar
  
4. Courses within the 600 – 799 series:
  - a. HCCC (if necessary)
  - b. Graduate Council
  - c. 10-day web transmittal for Senate Council and Senate approval
  - d. Registrar

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<sup>1</sup> Please note – the text in this document is for informational purposes only. The official procedures for processing curricular items are outlined in the *Senate Rules*.

<sup>2</sup> On an annual basis, the Senate Council approves parallel 10-day reviews for the SC and Senate for the current academic year.

5. Courses within the 800 – 900 professional-level series:
  - a. *If from a health care college:*
    - i. HCCC
    - ii. Registrar
    - iii. Carbon copy to Senate Council
  - b. *If from main campus (Landscape Architecture, College of Law, etc.):*
    - i. Office of the Senate Council
    - ii. 10-day web transmittal for Senate Council and Senate approval
    - iii. Registrar
6. Program and degree name changes:
  - a. Submission to the appropriate council (HCCC, GC and/or UC)
  - b. Submission to additional council(s), if necessary (e.g. a proposal to change the BSN would require approval by the HCCC and UC, whereas a proposal to change the minor in international business would only require UC approval)
  - c. 10-day web transmittal for Senate Council and Senate approval
  - d. Registrar
7. Requests for: new programs & new graduate certificates; program suspension/deletion; new departments; changes to names of departments/colleges; changes to college/program admission requirements; new academic centers:
  - a. Submission to the appropriate council (HCCC, GC and/or UC)
  - b. Submission to additional council(s), if necessary (e.g. a proposal to change the course withdrawal deadline could require approval by all three councils, whereas a proposal to create a new Department of Neurosurgery would only require HCCC approval)
  - c. Senate committee review
  - d. Review in live Senate Council meeting
  - e. Review in live University Senate meeting
  - f. Registrar