In accordance with Senate Rule 3.1.0 “Course Numbering System,” this document outlines the approval process through the various academic councils of course change, course drop, and new course proposals from the Health Care Colleges as categorized by course number:

1. **Order of approval process** - (not all proposals necessarily require the approval of all councils as outlined in #2-6)
   a. Health Care Colleges Council (HCCC)
   b. Undergraduate Council
   c. Graduate Council
   d. Senate Council (consent agenda 10 days)
   e. Senate (consent agenda 10 days)
   f. Registrar (proposal instatement)

2. **100 - 599 Undergraduate Credit** (except 400G - 499G see #4)
   a. HCCC
   b. Undergraduate Council
   c. Senate Council
   d. Registrar

3. **500 - 599 Undergraduate & Graduate Credit**
   a. HCCC
   b. Undergraduate Council
   c. Graduate Council
   d. Senate Council
   e. Registrar

4. **400G - 499G Graduate Credit**
   a. HCCC
   b. Graduate Council
   c. Undergraduate Council
   d. Senate Council
   e. Registrar

5. **600 - 799 Graduate Credit**
   a. HCCC
   b. Graduate Council
   c. Senate Council
   d. Registrar

6. **800 - 900 Professional Degree**
   a. HCCC
   b. Registrar
   • Carbon Copy to Senate Council

It is important to note: the more councils involved in the approval process the longer the approval time-line. As a general rule: *the lower the course number, the more councils are involved, the longer the approval time-frame.* And, the HCCC is a year-round council, whereas the Senate, Undergraduate, and Graduate Councils meet only during the academic year and recess during the summer.

It is recommended that proposals be submitted as early as possible to ensure approval is granted during the semester prior to the stated “effective date.” In general, a proposal is never made effective for the same semester in which the change was approved. Unless the form explicitly requests an effective date that is logical (for a semester in the future), the effective date will be the semester subsequent to when the item was approved.