

Approvals/Reviews Required for Curricular Proposals

Senate Rules require units to follow their own department/school rules and college rules regarding curricular approvals. (SR 3.2.3.A.1 & 3.3.3.A.1).

Type of Proposal	Proposing Department	College-Level	Consultation with Unit Providing Borrowed Course ¹
<u>Course</u> proposals	Dept/school faculty must be consulted; documentation of their approval is indicated by Curriculog approval from first-level approver (typically the chair or director).	College faculty must be consulted; documentation of their approval indicated by Curriculog approval from second-level approver (typically the dean or curriculum cmte chair).	N/A
<u>Program</u> Proposals	Dept/school faculty must be consulted; documentation of their approval indicated through <i>sign-off</i> by chair/director or dept/school curriculum committee chair on form or in Curriculog.	College faculty must be consulted; documentation of approval indicated through <i>sign-off</i> by dean or college curriculum cmte on form or in Curriculog.	<p>When a program proposal includes a specific course prefix (with or without the course number) that is offered by another unit, the proposal's contact person must contact the other unit's department chair, director of graduate studies, or director of undergraduate studies and request a memo/email documenting approval to use the course. (A specific vote by the other unit's faculty is not required.)</p> <p>If a course is cross-listed, some effort should be made to ensure all units involved with the cross-listed course are made aware of the intent to borrow the course.</p>

¹ If the newly added course being added is offered by the proposing department, no additional supporting documentation regarding approvals is required.