

**Approvals/Signatures for Curricular Proposals  
 (Current Senate Council Office Requirements)**

*University Senate Rules 3.2.3.A.1 (programs) and 3.3.3.A.1 (courses) require departments/schools and colleges to follow their respective rules regarding review and approval of curricular proposals.*

Type of Proposal	Proposing Department	Proposing College	Offering/Affected Unit <sup>1</sup>
Adding/changing a <u>course</u> prerequisite outside the offering department	Dept/school faculty must be consulted; documentation of approval indicated through <i>sign-off</i> by chair/director or dept/school curriculum committee chair.	College faculty must be consulted; documentation of approval indicated through <i>sign-off</i> by dean or college curriculum cmte.	Dept/school faculty must be consulted. Chair/director must send <i>letter of support</i> AND include documentation of faculty approval. This typically takes the form of <i>meeting minutes, although</i> it is acceptable for the chair/director to reference a meeting date and vote count in the letter of support.
Adding a new major requirement or elective requirement to a <u>program</u>	Dept/school faculty must be consulted; documentation of approval indicated through <i>sign-off</i> by chair/director or dept/school curriculum committee chair.	College faculty must be consulted; documentation of approval indicated through <i>sign-off</i> by dean or college curriculum cmte.	Dept/school faculty must be consulted. Chair/director must send <i>letter of support</i> AND include documentation of faculty approval. This typically takes the form of <i>meeting minutes, although</i> it is acceptable for the chair/director to reference a meeting date and vote count in the letter of support.

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