Any substantive curricular change that will result in a change to the catalog or other official documents of the University must follow the approval process outlined below.

**CURRICULUM APPROVAL PROCESS**

1. **Department initiates curricular changes and completes required form**
2. **Department Chair approves changes and signs form**
3. **College Curriculum committee reviews, approves, signs form**
4. **Dean reviews, signs form**
5. **Undergraduate Curricula sent to Chair of Undergraduate Council**
6. **Core Curriculum Committee reviews, makes recommendation**
7. **Undergraduate Council approves and Chair signs form**
8. **Curriculum Subcommittee reviews, makes recommendation**
9. **Graduate Curricula sent to Chair of Graduate Council**
10. **Graduate Council approves and Chair signs form**
11. **Vice Provost reviews for catalog and PeopleSoft compliance**
12. **Provost approves, signs and sends to Registrar**

**Required Forms**

- **New Course Form**
  1. Include SLOs and assessment
  2. Attach complete syllabus
  3. Get number from Registrar

- **Course Change Form**
  Fill in only areas changing

- **Program Change**
  1. Complete form
  2. Attach revised catalog copy

- **Add Course to Core Curriculum**
  1. If new course, must go through New Course process
  2. Complete Core Curriculum form
  3. Include syllabus with SLOs

- **New Programs*** (tracks, minors)
  1. Submit form
  2. Attach catalog copy

- **New Degrees or Certificates:**
  Contact Vice Provost

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*New Degrees or Certificates: Contact Vice Provost*