

 **ROUTING SLIP**

- ▶ Keep attached to front of proposal
- ▶ Complete your section
- ▶ Sign and date
- ▶ Send to next step

**Approval Process for New Course or Revision of Existing Course or Program**

Name of Department Initiating: \_\_\_\_\_

Name of Course/Curriculum Area: \_\_\_\_\_ ( )  
(credits)

 **Step 1 – Proposal Development**

When a new course or curriculum change proposal is generated by a CLAST or GSPP department, the signature of the Department Chair indicates that the proposal follows the CUE/CGE proposal specifications and includes the following:

1. Impact of the proposed change on pre-requisite requirements, majors, minors, or other curriculum aspects has been discussed within the department and with other departments affected.
2. Letters of support from other departments affected by the proposal.
3. Approval of the Professional Education Program Curriculum Committee\* if the change is initiated
4. Draft of what the course catalog revision should look like.
5. Completed Course Record Form(s).

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

\*Professional Education Program Curriculum Committee Approval: \_\_\_\_\_  
(signature if applicable)

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 **Step 2 – Dean Approval**

The proposal is sent to the Dean for review and approval. The Dean's signature below indicates approval of the proposal and status of resources. It is then sent to the Chair of CUE or CGE, as appropriate. If the Dean does not approve, the proposal is returned to the department with feedback.

I support this proposal. \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

There are current resources to implement this degree or program if approved. \_\_\_\_\_  
(signature)

There is reasonable expectation that resources will be available for the foreseeable future. \_\_\_\_\_  
(signature)

**☐ Step 3 – CUE/CGE Approval**

The CUE/CGE reviews the proposal and examines the impact of the new course or change on majors, minors, or other aspects of the curriculum. (**Note:** If the proposal affects a 500 or 600 level course, a joint review by CUE and CGE is needed to ensure consistency of information in PeopleSoft and both catalogs.) If the CUE/CGE approves the proposal, it is signed and sent to the University Faculty (UF) Senate. If CUE/CGE does not approve, it is sent back to the department with feedback, which is also copied to the Dean.

**CUE/CGE Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(signature)

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**☐ Step 4 – UF Senate Review**

The Chair of CUE or CGE requests that the proposal be put on a UF Senate meeting agenda. After a full discussion by the Senate, if it has not been referred back to Council, the proposal is posted for UF review by the UF Secretary. There is a 10-day waiting period during which the proposal can be challenged by the University Faculty. After the waiting period, the UF Senate Chair verifies below whether or not there is a challenge, signs, and sends the proposal back to the Chair of CUE/CGE. If there is a challenge, the UF Senate Chair also informs the Chair of CUE/CGE of the nature of the challenge.

\_\_\_\_ Consent      \_\_\_\_ Referred back to Council      \_\_\_\_ Challenge by UF

**UF Senate Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(signature)

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**☐ Step 5 – Dean’s Transmittal to the Registrar**

If there is no challenge by the UF, the **Chair of CUE** sends the undergraduate proposal to the Dean of CLAST with notification to the GSPP Dean if it concerns a GSPP undergraduate course. The Dean contacts the Financial Aid Director so that the proposal’s impact on eligibility for scholarships or financial aid can be determined. The Dean’s signature below and on the Course Record Form indicates that the Dean has made these contacts and has verified correct process and documentation. The Dean officially transmits a copy of the approved proposal to the Registrar along with the original Course Record Form. The original of the approved proposal and supporting documents is housed in the appropriate Dean’s Office.

*or*

If there is no challenge by the UF, the **Chair of CGE** sends the graduate proposal to the Dean of GSPP with notification to the CLAST Dean if it concerns a CLAST graduate course. The Dean contacts the Financial Aid Director so that the proposal’s impact on eligibility for scholarships or financial aid can be

determined. The Dean's signature below and on the Course Record Form indicates that the Dean has made this contact and has verified correct process and documentation. The Dean officially transmits a copy of the approved proposal to the Registrar along with the original Course Record Form. The original of the approved proposal and supporting documents is housed in the appropriate Dean's Office.

Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

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**▣ Step 6 – Registrar's Office**

Using the Course Record Form, the Registrar enters data about the new course or change into the PeopleSoft catalog database. If this is a new course, the department selects the new course number. The Registrar's Office is available for consultation on course number selection if the department requests it. The Registrar then adds the course to the database with the effective date, completes the bottom portion of the Course Record Form, and distributes copies to designated individuals in CLAST and GSPP.