

# CURRICULUM APPROVAL WORKFLOWS

## R401 Workflow:

- Registrar's Office-R401

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- Vice Provost-R401

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- Library

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- Department Head

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- College Curriculum Committee

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- Dean

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- Teacher Licensure (STEP)

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- Graduate Council

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- University Curriculum Committee/Educational Policy Committee

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- BoT Academic Approval Committee

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- Board of Trustees

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- NWCCU

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- USHE Notification

USHE Peer Review is an additional step on the full R401 form

*Plan on approx. 9 month approval process*

Once approval is received, the program may be added to the catalog, Degree Finder, students may be admitted, and the program advertised.

The Registrar's Office will create a Banner program code and the department may submit a 2.2 Curriculog proposal to add the program requirements to the catalog.

*Current notification: Provost Office approval letter sent to: Department Head, the Department Head's assistant, the College Dean and the Dean's assistant as well as the campus partners cc: list.*

## PROGRAM REQUIREMENT UPDATES Workflow:

Originator -> Department Head Initial Review -> Catalog Editors -> Originator Final Review/Department Head Final Review

Changes may be made once a year with publication of the new catalog

Deadline: Curriculog form 2.1 due prior to March 1

*Current Notification: Originator and Department Head via email for final review and approval of catalog and Degree Works updates*

## COURSE MODIFICATION AND NEW COURSES

### Workflow:

- Originator

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- Catalog Editor-Initial Review

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- Department Head

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- College Curriculum Committee

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- Director of Honors

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- Teacher Licensure (STEP)

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- Associate Dean

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- University Curriculum Committee/Educational Policy Committee

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- Catalog Editor-Final

Refer to Course and Program Approval Timeline document for guidelines on effective semesters for various types of course modifications

Deadlines:

October UCC/EPC meeting for Spring term effective semester  
February UCC/EPC meeting for Fall term effective semester

*Current notification: Associate Dean at UCC and College rep at EPC*