



## Curricular Changes - Process and Chain of Custody

1. Chairs and Directors consult with the Chair of Curriculum Committee to determine if a Proposal for a Curricular Change requires Curriculum Committee review.
2. Proposals requiring Curriculum Committee review are submitted to the Chair of Curriculum Committee.
3. The Chair of Curriculum Committee distributes Proposals to Committee members and ex-officio members in advance of the relevant meeting.
4. The Chair of Curriculum Committee submits Proposals, **if** recommended by the Curriculum Committee, and signed Checklists to the Lead Co-Chair of Academic Assembly.
5. The Lead Co-Chair of Academic Assembly submits Proposals, **if** recommended by the Academic Assembly, and signed Checklists to the Provost's Office.
6. The Provost's Office submits Proposals, **if** approved by the Provost's Office, and signed Checklists to the Registrar.
7. The Registrar incorporates the approved Curricular Changes in the appropriate catalog.
8. If not recommending or approving a Proposal, the Committee or Provost informs the last Committee or person that submitted the Proposal, in writing.

## Curricular Changes - Approval Checklist

\_\_\_\_\_  
Name of Proposed Curricular Change

\_\_\_\_\_  
for Catalog Year

\_\_\_\_\_  
Submitted by (Name)                      Title

\_\_\_\_\_  
Department/Program

\_\_\_\_\_  
*Signature* Chair of Curriculum Committee

\_\_\_\_\_  
Date Recommended by CC

\_\_\_\_\_  
*Signature* Lead Co-Chair of Academic Assembly

\_\_\_\_\_  
Date Recommended by AA

\_\_\_\_\_  
*Signature* Provost                                      Title

\_\_\_\_\_  
Date Approved by Provost