Curriculum Committee Procedures and Policies

Step One
Development

- Initiator consults with Curriculum Committee chair regarding procedure and timeline.
- Initiator consults with relevant faculty, department and/or committee chairs, and School dean.
- Initiator completes proposal forms.

Step Two
Department, Program, Committee, & Dean Review

- Initiator submits proposed package to all departments and committees affected and the School dean.
- Relevant department and/or committee chairs and the School dean complete and sign Review Form or write a letter of support for the proposal.

Step Three
Curriculum Committee Review

- Initiator submits proposal and review forms, and/or letters of support to the curriculum committee (CC) chair.
- First Reading: CC approves proposal or asks for changes or additional information.
- Second Reading: CC approves proposal or asks for changes or additional information.
- Final action: CC approval or disapproval with written justification.
- CC chair sends cover sheet to initiator, department and/or committee chairs, and the School dean.
- CC chair files proposal and attachments in the CC archives.
- CC chair reports to the School of Education

Step Four
University Review and Inclusion in Catalogue

- Initiator forwards proposal to other university bodies whose review is required or sought.
- Initiator or department submits the new or changed courses or programs to the Associate Provost for inclusion in the master catalogue.

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