

University Undergraduate Curricular Proposal Flow Chart Steps in the Process

| Situation | Dept. | School | PEUC | C&I | CCC | Majority Vote of Full-time Faculty | BOG, HEPC | C&I Forms |
|--|-------|--------|----------------|-----|----------------|---|----------------|--------------|
| Create new course ¹ | 1 | 2 | 3 ² | 4 | 5 ³ | | | Goldenrod |
| Delete course from the catalog ¹ | 1 | 2 | 3 ² | 5 | 4 ³ | | | Goldenrod |
| Change course catalog description ⁴ | 1 | 2 | 3 ² | 5 | 4 ³ | | | Goldenrod |
| Add existing course to Core Curriculum | 1 | | 2 ² | | 3 ³ | | | |
| Delete existing course from the Core Curriculum | 1 | | 2 ² | | 3 ³ | | | |
| Change number or distribution of hours in the Core Curriculum | | | | | 1 | 2 | | |
| Create new major, minor, or concentration | 1 | 2 | 3 ² | 4 | | | 5 ⁵ | Blue |
| Change or delete program ⁶ | 1 | 2 | 3 ² | 4 | | | | Blue |

¹ Note: If a new or deleted course will be (or was) part of an existing program, follow Change Program steps in parallel with the course change.

² Required if the change impacts teacher education in any way.

³ Required only if course is currently or is to become part of the Core Curriculum. Use Core Curriculum Course Change form.

⁴ Course catalog changes include changes of name, description, pre- or co-requisites, and number or repeatability of credits.

⁵ BOG approval required for new majors and minors; HEPC approval required only for new majors. Need intent-to-plan approval at the beginning of the process and final approval at the end.

⁶ A program change includes any change to an existing major, minor, or concentration, including wording changes, changes to suggested coursework, adding or deleting courses, and changing the number of required hours.