

University Undergraduate Curricular Proposal Flow Chart Steps in the Process

Situation	Dept.	College	EPPC	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				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.