University Courses and Curricula
Procedure

The following procedure outlines how course and curriculum proposals are initiated, reviewed, and approved at the university level. All proposals should first be vetted at the department and college levels using procedures identified by each unit. Please follow detailed instructions included on proposal forms.

1. The proposal must be approved by the following parties before it is submitted to the Office of Academic Affairs.
   a) Department Chair
   b) College Courses and Curricula Chair
   c) College Dean
   d) Chairs of departments affected by the change, if applicable

2. One electronic copy of each proposal should be submitted to uccc@uno.edu and one signed, hard copy of each proposal should be submitted to the Office of Academic Affairs.

3. Submitted proposals are logged and reviewed by the Office of Academic Affairs.

4. The Office of Academic Affairs coordinates the review and approval process with the University Courses and Curricula Committee and/or Graduate Council.

5. A representative of the Office of Academic Affairs acts as Recording Secretary for the University Courses and Curricula Committee. The Recording Secretary takes minutes at each meeting. A representative of the Graduate School records minutes for the Graduate Council.

6. Revision requests made by the University Courses and Curricula Committee and Graduate Council are communicated by the Recording Secretary to a pre-determined contact in each College.

7. Proposals that are approved by the University Courses and Curricula Committee and/or Graduate Council are forwarded to the Office of the Registrar for implementation.

8. Original, hard copies of the proposals are filed in the Office of Academic Affairs. Hard and electronic copies of approved proposals are sent to the Dean of the College.

9. The Office of Academic Affairs maintains an electronic log of each proposal including the multiple approval dates throughout the review process.

10. Representatives of the University Courses and Curricula and Graduate Council are responsible for uploading meeting minutes, action lists, forms, and other
committee materials on designated Sharepoint sites.