|  |  |  |
| --- | --- | --- |
| **Level 1:****Course Level Changes*** Modifying course descriptions or course titles
* Offering experimental courses
* Reactivating dormant courses
* Adding or modifying prerequisites for existing courses
* Course renumbering
* Adding/deleting courses in a curriculum to be reflected on People Soft Audit lists with before and after
* Changes required by accrediting bodies
* Course delivery modality (Online/Hybrid)
 | **Level 2:****Program and Degree Level Changes*** Changing course credit hours if the change impacts another program
* Establishment of a minor
 | **Level 3:** **Degree Level Changes or Financial Changes** * Establishing a new academic degree program (including those established as part of a dual degree program)
* Establishing a distance education program (both off-site and online)
* Adding/deleting courses in the general education program
* All changes that go to external stakeholders
* Name change for department
 |

**Flow-through Process**

|  | **Level 1** | **Level 2** | **Level 3** |
| --- | --- | --- | --- |
| Department Curriculum Committee | **Approval** | **Approval** | **Approval** |
| Department Chair | **Approval** | **Approval** | **Approval** |
| School Dean School, Graduate School\*, Honors\*, CITOL\*, and General Education Committee\* | **Approval** | **Approval** | **Approval** |
| Faculty Assembly Academic Standards Committee (FAASC) | Notification | **Approval** | **Approval** |
| Faculty Assembly | Notification | **Approval** | **Approval** |
| Provost’s Office/Academic Council | Notification | Notification | **Approval** |
| UMES System and MCHE | Notification | Notification | **Approval** |
| MSCHE Liaison  | Notification | Notification | **Approval** |
| Registrar (updates Admissions and Financial Aid of changes) | Notification | Notification | Notification |

\*If necessary