|  |  |  |
| --- | --- | --- |
| **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