**Curriculum Approval Routing Process**

**Departmental Review (Honors Program if necessary)**

* Departmental curriculum committee chair receives the proposal.
* The departmental committee reviews the proposal and seeks consultation and feedback as appropriate
* The Departmental committee chair transmits the approved proposal to the Department chair for review.
* The Department chair may send the proposal back to committee or Faculty initiator for more information if needed
* Department chair will approve and forward the proposal to the Dean.

**School Review**

* The Dean will review the proposal and seek consultation as appropriate. The Dean may send it back to the Department.
* The Dean will approve and forward to the Faculty Assembly Academic Standards Committee (FAASC).

**Graduate School or General Education (if necessary)**

**Faculty Assembly Academic Standards Committee (FAASC)**

* FAASC reviews the proposal and may send it back to the Dean and/ or department chair.
* FAASC committee will vote on the proposal and if approved, the FAASC chair will present it to the Faculty Assembly if necessary.
* The Faculty Assembly will vote on the proposal.
* The FAASC chair will sign and transmit it to the Provost if recommended by Faculty Assembly.
* If the proposal does not require FA approval, the FAASC chair will transmit it to the Registrar with Notification to the Provost.

**\*Provost/VPAA**

* Final campus approval
* Notifies dean, chairs and faculty if action is approved
* Provides notice of other approvals needed (Middle States, USM, etc.)
* Executive assistant provides other necessary forms and submits to outside bodies as needed

**\*Registrar**

* Makes the final approved changes to catalog and notifies Provost, dean, chairs.

**Curriculum Approval Form**

*This form should serve as the cover and routing page for all curriculum approvals. In addition to this cover page, the Department Chair or initiator should attach all required forms and appendices.*

|  |  |
| --- | --- |
| Program/Discipline | |
| School | Department |

**Action**  Level 1  Level 2  Level 3

**Department Curriculum Committee (Honors Program Initiator)**

|  |  |  |
| --- | --- | --- |
| Name | *Signature* | Date |

**Department Chair (or Honors Program Director)**

|  |  |  |
| --- | --- | --- |
| Name | *Signature* | Date |

**Dean Approval (then CITOL if Necessary)**

|  |  |  |
| --- | --- | --- |
| Name | *Signature* | Date |

**Graduate School (If Necessary)**

|  |  |  |
| --- | --- | --- |
| **Name** | ***Signature*** | **Date** |

**General Education Committee (If Necessary)**

|  |  |  |
| --- | --- | --- |
| **Name** | ***Signature*** | **Date** |

**Faculty Assembly Academic Standards Committee (FAASC) Chair**

|  |  |  |
| --- | --- | --- |
| Name | *Signature* | Date |

**Provost/Vice President for Academic Affairs**

|  |  |
| --- | --- |
| *Signature* | Date |

**Registrar**

|  |  |
| --- | --- |
| *Signature* | Date |
| **Semester and Year Changes are effective – Fall \_\_\_\_\_\_\_\_\_ Spring \_\_\_\_\_\_\_\_\_ Sum \_\_\_\_\_\_\_\_\_** | |