

University Courses & Curricula Procedure

The following procedure outlines how course and curriculum proposals are initiated, reviewed, and approved. All proposals are submitted through the Curriculog platform (uno.curriculog.com).

1. The proposal must be approved by the following parties before it is submitted to be reviewed by the Office of Academic Affairs.
 - a) department chair
 - b) college dean
 - c) chairs of departments affected by the change, if applicable
 - d) chair of the College Courses and Curricula committee
2. All proposals are reviewed by the provost before they are sent to the University Courses and Curriculum Committee.
3. The Office of Academic Affairs coordinates the review and approval process with the University Courses and Curricula Committee.
4. The Recording Secretary takes minutes at each meeting.
5. Revision requests made by the University Courses and Curricula Committee are communicated by the Recording Secretary to a pre-determined contact in each college, and to the department chair and the dean of the college.
6. Proposals that are approved by the University Courses and Curricula Committee are forwarded to the Office of the Registrar for implementation by the Office of the Registrar.
7. The Recording Secretary of the University Courses and Curricula is responsible for uploading meeting minutes, action lists, forms, and other committee materials Microsoft Teams course for University Courses and Curricula Committee.