

**PROCEDURES FOR PROCESSING
"REQUEST TO APPROVE/REVISE A COURSE FOR UNDERGRADUATE and/or GRADUATE CREDIT"**

No unapproved courses shall be listed in the University Timetable for the succeeding semester unless the proposed course has been submitted to the proper committees before **April 1** for the following **spring semester** and **November 1** for the following **fall semester**. Listing in the timetable does not constitute approval.

Adding/Revising the Undergraduate Component ONLY

Complete #1-#9 of the attached "Request to Approve/Revise . . ." form. *Be certain to ~~strike-out~~ deleted material and underscore new material in the revised title, description, etc.* Obtain the appropriate signatures at #15. Forward original and 20 copies to the Chairperson of the Curriculum Committee. The Chairperson sets the agenda for meetings and will notify departments and Deans when proposals are to be discussed.

Adding/Revising the Undergraduate/Graduate Dual-Number Components (at the same time)

Complete #1-#14 of the attached "Request to Approve/Revise . . ." form. *Be certain to ~~strike-out~~ deleted material and underscore new material in the revised title, description, etc.* Obtain the appropriate signatures at #15. Forward original and 20 copies to the Chairperson of the Curriculum Committee. The Chairperson sets the agenda for meetings and will notify departments and Deans when proposals are to be discussed.

When the Curriculum Committee has approved the Request, the Secretary for the Curriculum Committee will notify the department. The department should circle "approved" or "disapproved" and fill in the date at #16 *ON THE ORIGINAL* and forward THE ORIGINAL ONLY to the Chair of the Graduate Council. The Chair of the Graduate Council will be responsible for further processing of the Request through the Graduate Council, completing #17, and forwarding the information to the Faculty Senate Secretary for Senate notification.

After the Request has been approved by the appropriate committees, a copy of the minutes will be returned to the appropriate departments for their records.

Adding/Revising the Graduate Component ONLY (500-600 and 700 levels)

Complete #1-#6 and #10-#14. *Be certain to ~~strike-out~~ deleted material and underscore new material in the revised title, description, etc.* Obtain the appropriate signature at #15.

If the graduate course is a 500 or 600 level request, fill in #16 regarding the undergraduate component. If the course is a 700 level request, leave #16 blank.

After obtaining the appropriate signatures and filling in #16, if applicable, forward THE ORIGINAL ONLY to the Chair of the Graduate Council. Further processing for Graduate Council approval (#17) and Faculty Senate notification will be completed by the Chair for the Graduate Council.

When the Request has been approved, a completed copy will be returned to the appropriate departments for their records.

Approved by Graduate Council 11/18/93

Revised by Graduate Council 11/21/96

Revised by Graduate Council 10/17/02

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