

## **University Courses and Curricula Procedure**

The following procedure outlines how course and curriculum proposals are initiated, reviewed, and approved.

1. The proposal must be approved by the following parties before it is submitted to the Office of Academic Affairs.
  - a) Department Chair
  - b) College Dean
  - c) Chairs of departments affected by the change, if applicable
  - d) College Courses and Curricula Chair
2. One hard copy and one electronic copy of each proposal should be submitted to the Office of Academic Affairs.
3. Submitted proposals are logged and reviewed by the Office of Academic Affairs.
4. All proposals are reviewed by the Provost before they are sent to the University Courses and Curriculum Committee.
5. The Office of Academic Affairs coordinates the review and approval process with the University Courses and Curricula Committee.
6. The Recording Secretary takes minutes at each meeting.
7. Revision requests made by the University Courses and Curricula Committee are communicated by the Recording Secretary to a pre-determined contact in each College, Chair and the Dean of the College.
8. Proposals that are approved by the University Courses and Curricula Committee are forwarded to the Office of the Registrar for implementation.
9. Original, hard copies of the proposals are filed in the Office of Academic Affairs. Hard copies of approved proposals are sent to the Dean of the College.
10. Recording Secretary of the University Courses and Curricula is responsible for uploading meeting minutes, action lists, forms, and other committee materials on Moodle course for University Courses and Curricula Committee.