If UC/UG not approved, UC/UG informs submitter and CCC chair regarding needed revisions

9. Per UC/GC deadlines, UC/GC reviews/approves proposal. **UC/GC informs CCC Chair and Submitter of status.**

8. Once Dean and/or Grad Dean approves and signs – packet is forwarded by the Dean to **Undergraduate (UC) or Graduate Council (GC);**   **CCC Chair informs submitter of status**

**(CCC Chair informs submitter of status)**

Note: If the proposal is complex or CCC members have in depth questions, the submitter may be asked to present to the CCC for further explanation

NOTE: CCC has website info/resources and deadlines for proposals; monthly reminders sent out to college

If UC/GC approves, proposals minutes are sent to VP office for signature & submits to registrar office; CCC Chair and submitter informed

7. Once proposal is approved by CCC members, the CCC Chair forwards proposal to COHS Dean (**and Graduate Dean if a Graduate Proposal**) for: approval, approve with revisions, tabled or denied; **CCC chair informs submitter of status**

6.If proposal needs revisions or is tabled; CCC chair informs submitter and requests action (revisions needed or presentation of proposal to CCC members); proposal resubmitted to members to re-vote based on changes.

5. CCC members Review/Vote through Moodle site:

* Approve
* Approve with revisions
* Tabled (provide reasons for table)
* Proposal denied – rejection of proposal

**(CCC Chair informs submitter of status)**

4. CCC Chair submits proposal in CCC Moodle site and notifies CCC members that a proposal has been submitted for review;
**CCC Chair informs submitter of status**

3. CCC Chair reviews overall proposal for completion of packet; **CCC Chair informs submitter if changes needed** (i.e. missing forms)

2. UG or Graduate Program Director submits proposal packet to CCC Chair with approved program meeting minutes and **adhering to CCC deadlines**

1. UG or Grad Department faculty/Program Director (PD) meet regarding curriculum proposals and approves proposals/curriculum changes

NOTE: Review takes from 1 to 4 weeks depending on the length of proposal