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

8. Once Dean and/or Grad Dean signs – packet is forwarded to CCC Chair; CCC chair forwards to UCC Chair**; 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 UCC approves, proposals minutes are sent to VP office for signature & submits to registrar office; CCC Chair and submitter informed

If UCC not approved, UCC informs submitter and CCC chair regarding needed revisions

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