1. Academic proposals may be initiated by any faculty member or group of faculty members seeking to establish, revise, or add courses and degree programs.
2. The originator(s) must submit all proposals to the departmental curriculum/academic affairs committee, and the Department Chairperson for approval. Each committee member must receive a complete copy of the proposal for review prior to submission to the departmental committee.
3. Following approval by the curriculum/academic affairs committee, the proposals must be approved by the departmental faculty. Each member of the departmental faculty must receive a complete copy of the proposal for review prior to consideration.
4. If approved by the departmental faculty, the Department Chairperson is responsible for forwarding a complete copy of the proposal to each member of the School/College curriculum/academic affairs committee.
5. If approved by the School/College curriculum/academic affairs committee, the committee Chairperson will forward two complete copies of the proposal to the Dean of the School/College for approval.
6. All graduate proposals must be forwarded to the Graduate Council for approval. The Dean of the School/College is responsible for forwarding a complete copy of the proposal to the Dean of Graduate Studies for distribution and approval by the appropriate committees.
7. If the proposal is approved by the Dean of the School/College (and involves teacher education), and the Dean of Graduate Studies, the Department Chairperson forwards one complete copy of the proposal to each member of the Teacher Education Committee.
8. If approved by the Teacher Education Committee, the Department Chairperson forwards a complete copy of the proposal to each member of the Faculty Senate Academic Affairs Committee, at least on week prior to its next scheduled meeting.
9. If approved by the Faculty Senate Academic Affairs Committee, the Department Chairperson forwards a complete copy of the proposal to each member of the Faculty Senate, and two copies to Chairperson of the Senate. The proposal must be received by each Senator at least three days prior to the next scheduled Senate meeting.
10. If the proposal is approved by the Senate, the Department Chairperson provides six (6) complete copies, including the signature sheet, to the Chairperson of the Senate for submission to the Provost and Vice Chancellor for Academic Affairs, and the Chancellor's approval.

Note: Each sponsoring Department Chairperson is responsible for tracking their proposals at the different level in the approval process.

Note: The original signature page(s) must accompany the original proposal at each level in the approval process.