

**Course Approval/Course Modification Tracking Form**

* ***The faculty member interested in making the change (or their designee) will present the change and facilitate the item moving through all committees as outlined below.***
* **Step 1:** Faculty interested in developing a new course/modifying an existing course must complete **SECTION A.** This form must besubmitted with supporting documentation (rationale for change, updated syllabus, etc.) to the appropriate Divisional Dean/Administrative Support Staff to be placed on the Divisional Meeting agenda for review.
* **Step 2**: Once approved by the *Divisional Faculty*, the *Divisional Dean* will complete **SECTION B** and submit all materials (including this form and meeting minutes) to the faculty making the proposal and appropriate *Divisional Committee* for review.
* **Step 3**: Once approved by the *Divisional Committee*, the committee chair will complete **SECTION C** and forward all materials (including this form and meeting minutes) tothe faculty making the proposal and Chair, *Committee on Curriculum and Evaluation* for schoolwide curriculum review.
* **Step 4:** Once approved by the *Committee on Curriculum and Evaluation*, the committee chair will complete **SECTION D** and forward all materials (including this form and meeting minutes) (ccing the faculty proposing the change) to be placed on the agenda for full faculty review and approval (via consent agenda or faculty vote as appropriate).
* **Step 5:** Once approved by *Full Faculty*, the Chair, *Committee on Curriculum and Evaluation* will work with the administrative assistant for full faculty meetings and send all materials and supporting documentation (including this form and full faculty meeting minutes) to the Divisional Dean for processing.
* **Step 6:** The Divisional Dean will complete **SECTION E** upon receipt. A copy of all documents will be uploaded to the Division’s Restricted Drive and copy sent to the Office of the Registrar for processing.

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| **SECTION A** | |
| **Faculty Initiator and**  **Facilitator** |  |
| **Course/Program Changes** |  |
| ***If this is a course modification, please provide a brief description of change:*** | |
| **SECTION** | |
| **Review by Divisional Faculty** | Accepted \_\_\_\_\_\_\_\_\_\_\_\_ (date) Rejected\_\_\_\_\_\_\_\_\_(date)  Returned for Modification\_\_\_\_\_\_\_\_\_ (date)  *Additional Comments*:  Divisional Dean  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECTION C** | |
| **Review by Divisional Curriculum Committee** | Accepted \_\_\_\_\_\_\_\_\_\_\_\_ (date) Rejected\_\_\_\_\_\_\_\_\_(date)  Returned for Modification\_\_\_\_\_\_\_\_\_\_ (date)  *Additional Comments*:  Committee Chair:  Name:  Signature: |
| **SECTION D** | |
| **Review by Committee on Curriculum and Evaluation** | Accepted \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Rejected\_\_\_\_\_\_\_\_\_(date)  Returned for Modification\_\_\_\_\_\_\_\_\_\_ (date)  *Additional Comments*:  Committee Chair  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECTION E** | |
| **Review by**  **Full Faculty** | Accepted \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Rejected\_\_\_\_\_\_\_\_\_(date)  Returned for Modification \_\_\_\_\_\_\_\_\_\_(date)  *Additional Comments*:  Divisional Dean  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**RETURN COMPLETED TRACKING FORM AND ALL CORRESPONDING DOCUMENTS**

**TO THE DIVISIONAL DEAN**