**Curricula & Courses Committee – Course Approval Workflow within NEAG**

**STEP 1:** Consult with Department Head to discuss proposal, assign course number, and approve.

**STEP 2:** Faculty proposer must complete Course Action Request Form online, attach syllabus and course description.

**STEP 3:** Proposal is discussed and voted on at departmental meeting.

**STEP 4:** Department Head solicits approval from remaining 2 department heads.

**STEP 5:** After all department approvals are in, Dept. Head adds in “Comment Section” of CAR - “Approved and date”.

**STEP 6:** System forwards proposal to C&C Chair to review ensuring completeness.

**STEP 7:** Committee reviews and makes recommendation to Faculty Council.

**STEP 8:** Approved by vote of Faculty Council.

**Online System Automatically Forwards to Registrar’s Office:**

- Undergraduate
  - Course Number: 1000 – 4999

- Graduate
  - Course Number: 5000 – 6999
  - Marianne.buck@uconn.edu

Reminder: CAR must be submitted to Neag C&C Chair at least 2 weeks prior to C&C Meeting to be considered.

Some arrows move forward or back; if back, this usually means back to the proposer for revisions before returning to the same step.

**What to Include in a Syllabus:**

- Proposals that affect the graduate council will be forwarded from RO to Executive Committee of the Graduate Faculty Council.