Step 1: Faculty consults with Department Head to discuss proposal, assign course number, and approve.

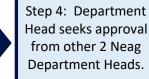
UCONN | NEAG SCHOOL OF EDUCATION

Curricula and Courses Committee Course Approval Workflow



Step 2: Faculty submits proposal for new or revised course in online Course Action Request (CAR) system and attaches syllabus. See syllabus guidelines here.

Step 3: Proposal is discussed and voted on at department meeting.



Step 5: After all approvals are in, Department Head adds "Approved" & "Date" in Comment Section of CAR.

Step 6: Once approved in system, CAR moves on to C&C Committee level.



Step 7: C&C
Committee reviews
and votes on CAR.
An electronic vote is
then sent out to all
Neag Faculty.



Step 8: CAR is approved by vote of Faculty. C&C Admin then approves CAR in system, which routes it to next stages.

Helpful information:

- CARs must be approved in the system and at Step 6 at least 2 weeks prior to Neag C&C meetings to be considered.
- Indicates that a CAR can be sent back to the proposer for revisions before returning to the same step.
- The proposer can track their CAR in the system at any time via this **link**.
- Visit the Neag C&C web page <u>here</u>.
- The University Senate C&C meeting schedule is <u>here</u> and the University Full Senate meetings are found <u>here</u>.
- Please allow at least 2 months for Neag internal approval processes; CARs can take a full semester if Senate or Graduate Executive Committee approvals are needed.

