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

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 4: Department Head seeks approval from other 2 Neag Department Heads.

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 then makes recommendation to Faculty Council.

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

**Curricula and Courses Committee Course Approval Workflow**

**Next Stages/Approvals Needed**

<table>
<thead>
<tr>
<th>Undergrad Courses: 1000-2000 Level</th>
<th>GEOC</th>
<th>Senate C&amp;C &amp; then Full Senate</th>
<th>Graduate Exec. Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only if Gen Ed Requirement</td>
<td>YES</td>
<td>ONLY IF Gen Ed or S/U Graded</td>
<td>NO</td>
</tr>
<tr>
<td>3000-4000 Level</td>
<td>Only if Gen Ed Requirement</td>
<td>Only if Gen Ed or S/U Graded</td>
<td>NO</td>
</tr>
<tr>
<td>W or Q or E (any level)</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>S/U Grading (0000-4000 level)</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Graduate Courses**

| 5000-6000 Level                   | NO   | NO                           | Only if S/U Graded |

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 here.
- The University Senate C&C meeting schedule is here and the University Full Senate meetings are found here.
- 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.

More information can be found here.