

## Brailsford College of Arts and Sciences (BCAS)

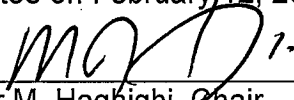
### General Curriculum Proposal Routing Procedures

Effective February 14, 2009

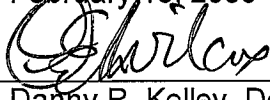
The following are review and approval process steps for a new or revised curriculum proposal:

1. The individual(s) originating the proposal forwards a copy of a complete proposal (with appropriate documentations and completed forms) to the Department/Division Head for review.
2. The Department/Division Head (if endorsing proposal) forwards the proposal to the Chair of the Department/Division Curriculum Committee for review, discussion and recommendation.
3. The Department/Division Curriculum Committee forwards the proposal to the department Head for her/his as well as the department/Division endorsement.
4. The Department/Division Head (if endorsing the reviewed proposal) forwards the endorsed proposal to the Dean of BCAS for his/her review.
5. The Dean (if endorsing proposal) forwards the proposal to the Chair of the BCAS Curriculum Committee (BCASCC) for review, discussion and recommendation.
6. The BCASCC forwards (after review) its recommendations to the Dean.
7. The Dean (if endorsing proposal) signs and forwards it to the Chair of the University Academic Council (for undergraduate proposals) or the Chair of the Graduate Council (for all graduate proposals) for review, deliberations, recommendations, and final approvals.
8. The Chair of the Undergraduate or Graduate Academic Council forwards the approved proposal to the Office of Academic Affairs for further actions.
9. After final approvals, the faculty and students will be informed through various avenues including the University Catalog. If at any point a proposal is disapproved, the committee or person disapproving it will notify the relevant party/parties stating the rationale for the disapproval and recommendations for further action.

Approved by the BCAS Curriculum  
Committee on February 12, 2009

  
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Aliakbar M. Haghighi, Chair  
BCAS Curriculum Committee

Approved by the Dean of BCAS on  
February 13, 2009

  
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Danny R. Kelley, Dean  
BCAS