

UConn | NEAG SCHOOL OF EDUCATION

Curricula and Courses Committee Course Proposal Workflow

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 [CourseLeaf CIM](#) 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 proposal.

Step 6: Once approved in system, the course proposal moves on to Dean's Office C&C Committee level.

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

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

Helpful information:

- Course proposal 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 proposal can be sent back to the proposer for revisions before returning to the same step.
- The proposer can track their course proposal in the system at any time via the [workflow dashboard](#).
- 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; proposals can take a full semester if Senate or Graduate Executive Committee approvals are needed.

Next Stages/Approvals Needed

More information can be found [here](#)

	CCC	Senate C&C & then Full Senate	Graduate Exec. Committee
Undergrad Courses:			
1000-2000 Level	Only if CC Requirement	YES	NO
3000-4000 Level	Only if CC Requirement	Only if CC or S/U Graded	NO
W or Q or E (any level)	YES	YES	NO
S/U Grading (0000-4000 level)	NO	YES	NO
Graduate Courses			
5000-6000 Level	NO	NO	Only if S/U Graded