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 Proposal Workflow



Step 2: Faculty submits proposal for new or revised course in online

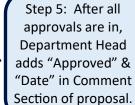
courseLeaf CIM system and attaches syllabus. See syllabus guidelines here.



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



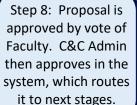
Step 4: Department Head seeks approval from other 2 Neag Department Heads.



Step 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.



## **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 <a href="here">here</a>.
- 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; 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
<b>Graduate Courses</b> 5000-6000 Level	NO	NO	Only if S/U Graded