Department or Program to develop proposal for revising undergraduate programs

Department or Program to submit proposal to CEP for preliminary review and feedback. This should also include <u>stakeholder forms</u> if other departments are affected.

Dean approval required

If proposal revisions are needed, they should return to CEP by the 7th week of fall quarter.

CEP Workflow Recommendations for Revising Requirements for Undergraduate Programs

New and/or revised courses to be submitted to CCI based on the annual course review deadline.

If CEP finds there to be resource implications (including classroom capacity), the proposal should be routed to the VPAA for wider Senate review and Senate consultation.

Once proposal has been approved, departments and programs should begin to work on catalog program statements (pending December release by the Office of the Registrar). Affected programs should also revise statements as needed.

VPAA sends proposal to Senate (CEP, CPB and occasionally GC). CEP incorporates CPB response in final communication to the VPAA. This can take several weeks depending on committee agendas, and could involve multiple rounds of review.