Curriculum Approval Workflow Process
The steps below summarize the workflow process for curriculum approval.
Visit www.utep.edu/provost/curriculum for detailed instructions and examples of documents to include in your proposal. Contact us at curriculum@utep.edu for assistance with developing your proposal.

1. CREATE PROPOSAL
2. OBTAIN DEPARTMENTAL CURRICULUM COMMITTEE APPROVAL
3. OBTAIN DEAN APPROVAL
4. SUBMIT TO OFFICE OF THE PROVOST
   Submit proposal to curriculum@utep.edu.
5. UNDERGRADUATE CURRICULUM PROPOSAL
   ROUTED TO UNDERGRADUATE CURRICULUM COMMITTEE (UGCC) AND FACULTY SENATE FOR APPROVAL
   Upon UGCC approval, proposals are routed to the Faculty Senate for approval.
6. GRADUATE CURRICULUM PROPOSAL
   ROUTED TO GRADUATE COUNCIL (GC) FOR APPROVAL
   Graduate proposals are presented at Grad Council for approval.
7. CREATION OF ACTION REPORT
   Action reports for approved proposals are created by the Faculty Senate president and GC chair.
8. PROVOST’S ENDORSEMENT
   Action reports routed to Provost for endorsement.
9. PRESIDENT’S ENDORSEMENT
   Action reports routed to President for endorsement.
10. UT SYSTEM / THECB APPROVAL
    Proposals are routed to the THECB or UT System for approval, if applicable.
11. BANNER / CATALOG UPDATES
    The Office of the Provost facilitates Banner, University Catalog, and CAPP updates.

Proposals that affect an undergraduate and graduate level program require UGCC and GC approval.