

APPROVAL PROCESS FOR A CHANGE TO AN EXISTING GRADUATE COURSE

College Level Approval

1. Forward the memo, signature page, proposal, and attachments to your department chairperson or program director. Please archive all proposals in your department.
2. Following signature by your department chair or program director, forward the proposal to your college curriculum committee for review and signature by the committee chairperson.
3. The chairperson of your college curriculum committee should forward the proposal to your College Dean for review and signature.
4. The chairperson of your college curriculum should then forward the signed proposal to the Office of the Provost in hardcopy to Administration Building, Room 310 and via email to curriculum@utep.edu. Please see the proposal submission deadlines.

University Level Approval

1. Upon receipt, the Provost's Office will review your proposal.
2. Once the proposal has been reviewed and approved by the Office of the Provost, it will arrange for its consideration at the subsequent Graduate Council meeting for consideration. **A representative from your department must be present at the Graduate Council meeting to introduce your proposal and answer questions.**
3. The Graduate Council reviews all documents and either approves the proposal or proposes edits and returns the proposal to the College Dean's office. If approved, it will be held one month, awaiting approval of the Graduate Council minutes.
4. Upon approval by the Graduate Council of the Graduate Council meeting minutes, the Dean of the Graduate School will draft an Action Report consisting of all of the items approved in the minutes.
5. The Action Report will then be sent to the Chair of the Graduate Council, Provost, and President for endorsement.
6. After the proposal is fully approved, the Registrar's Office will make the appropriate changes in the Catalog and on Banner.