

APPROVAL PROCESS FOR A NEW UNDERGRADUATE COURSE ADDITION

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 Undergraduate Curriculum Committee (UGCC) meeting. **A representative from your department must be present at the UGCC meeting to introduce your proposal and answer questions.**
3. Upon approval by the UGCC, your proposal will be forwarded to the Faculty Senate for consideration. If approved, it will be held one month, awaiting approval of the Faculty Senate minutes.
4. Upon approval by the Faculty Senate of the Faculty Senate minutes, the Faculty Senate Administrative Secretary 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 President of the Faculty Senate, Provost, and President for endorsement.
6. Following internal approval, the Registrar's Office will make the appropriate changes in the Catalog and on Banner.