



OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

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.

GRADUATE CURRICULUM PROPOSAL Routed to GRADUATE COUNCIL (GC) FOR APPROVAL
Graduate proposals are presented at Grad Council for approval.

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

6

CREATION OF ACTION REPORT

Action reports for approved proposals are created by the Faculty Senate president and GC chair.

7

PROVOST'S ENDORSEMENT

Action reports routed to Provost for endorsement.

8

PRESIDENT'S ENDORSEMENT

Action reports routed to President for endorsement.

9

UT SYSTEM / THECB APPROVAL

Proposals are routed to the THECB or UT System for approval, if applicable.

10

BANNER / CATALOG UPDATES

The Office of the Provost facilitates Banner, University Catalog, and CAPP updates.