



Submission Procedures

College Level Approval

1. Forward the proposal to your department chairperson or program director.
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. (Please archive all proposals in your department.)
4. The chairperson of your college curriculum committee should then forward the signed proposal to the Curriculum Director curriculum@utep.edu in the Office of the Provost. Please see proposal submission deadlines at: <https://www.utep.edu/provost/curriculum/index.html>.

University Level Approval

1. Once received, the Curriculum Director will review your proposal within 5 business days.
2. Once the proposal has been reviewed, and further changes are not needed, the Curriculum Director will arrange for its consideration at the subsequent Undergraduate Curriculum Committee and/or Graduate Council meeting.
3. **A representative from your department must be present at the meeting to introduce your proposal and answer questions.**

Approval by the UGCC

1. Upon approval by the UGCC, the proposal will be forwarded to the Faculty Senate for consideration. If approved, it will be held until the subsequent Faculty Senate meeting, awaiting approval of the Faculty Senate minutes.
2. Upon approval by the Faculty Senate of the Faculty Senate minutes, the Faculty Senate President will create an Action Report consisting of all items approved in the minutes.
3. The Action Report will then be sent to the Curriculum Director to facilitate the Provost and President's endorsement.

Approval by the Graduate Council

1. Upon approval by the Graduate Council, an Action Report will be created by the Graduate School consisting of all items approved at the meeting
2. The Action Report will be forwarded to the Graduate School Dean and Chair of the Graduate Council for endorsement.
3. After these endorsements are made the Action Report will be sent to the Curriculum Director to facilitate the Provost and President's endorsement.

Following internal approval, if needed, the Provost's Office will forward the proposal to external entities for approval. If the proposal does not require external approval, the Provost's Office will make the appropriate updates in the Catalog and Banner. The effective term is dependent on the proposal approval date.