Matrix: Required Documentation and Curriculum Approval Processes

Legend

Codes
A – Approval
N – Notification
P – Processing
V – Vote

Note: All new program proposals must go to Deans' Council for discussion before beginning the Curriculum Approval Process

	Concept Proposal	Cover Sheet (Voting)	Informatinal Memo (Non-Voting)	CourseLeaf Program Proposal	Chair	Dean	Budget Officer	Sr. Vice Provost, Budget, Planning & Admin	Assessment	Senior Vice Provost for Academic Affairs	Deans Council	Graduate Council or Undergraduate Council	Provost	Faculty & Educational Affairs Committee	Board of Trustees	Registrar	Office of Graduate Education
Program Changes Not Requiring Council Notification or Approval																	
Changes to: descriptive text; courses; addition or elimination of tracks, emphases, options; non-course requirements such as thesis or experiential learning)				✓	A	A				A						P	
Program Changes and New Programs Requiring Council Notice (Non-Voting)																	
New Concentration			✓	✓	A	A	A			A	N	N				P	N
New Continuing Education Unit Certificate, Micro-Credential, or Academic Badges			✓	✓	A	A	A			A	N	N				P	
Creation or Name Change of Department			✓		A	A				N	N	N	A			P	
Close a Concentration or a Credential from a Continuing Education Program			✓	✓	A	A	A			A	N	N				P	N
Program Changes Requiring Council Approval (Voting)																	
Changes to: credit hours; required courses from other departments; delivery modality; resource related		✓		✓	A	A	A	N	N	A		V				P	N
Close a Degree		✓		✓	A	A	A	A	N	A	N	V	A			P	N
Close a Major, Dual Program, Minor, or Academic Certificate		✓		✓	A	A	A	A		A	N	V		A		P	N
New Programs Requiring Council Approval (Voting)																	
New Degree	✓	✓		✓	A	A	A	A	N	A	N	V	A	A	N	P	N
New Major	✓	✓		✓	A	A	A	A	N	A	N	V	A			P	N
New Minor	✓	✓		✓	A	A	A	N		A		V	A			P	
New Certificate - Academic (excluding Specialized Certificates)	✓	✓		✓	A	A	A	A	N	A		V	A			P	N
New Certificate - Specialized	✓	✓		✓	A	A	A	N		A		V	A			P	N
New Dual Degree (Existing Degree)		✓			A	A	A			A	N	N				P	N