

# ROUTING SHEET FOR NEW/REVISED CURRICULAR OR ACADEMIC POLICY PROPOSALS

**INSTRUCTIONS:** This routing sheet should be attached to every new or revised curricular or academic policy proposal. While it may not be necessary for a given proposal to be reviewed and cleared at every step shown on this form, it is extremely important that the form not be signed at any point in the process unless all previously required clearances have been obtained. Procedural questions should be directed to the University Curriculum Coordinator, ADM 447, ext. 53568.

**OFFICIAL TITLE OF PROGRAM PROPOSAL:** \_\_\_\_\_

**NATURE OF PROPOSAL BEING PRESENTED** (Check each column, as appropriate):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New                  | <input type="checkbox"/> Degree Program                            | <input type="checkbox"/> Undergraduate                     |
| <input type="checkbox"/> Revised              | <input type="checkbox"/> Option, Emphasis, Minor, or Concentration | <input type="checkbox"/> Graduate                          |
| <input type="checkbox"/> Discontinuance       | <input type="checkbox"/> Academic Policy                           | <input type="checkbox"/> Combined (Undergraduate/Graduate) |
| <input type="checkbox"/> Temporary Suspension | <input type="checkbox"/> Other, specify: _____                     | <input type="checkbox"/> Extended Learning (only)          |

**ROUTING:** (The proposal should be reviewed, action taken, signed and dated, and transmitted to the next appropriate office, committee, or individual noted.)

Unit, Committee, or Individual Taking Action on Proposal	Check as appropriate		Signature	Date
	Recommend Approval	Recommend Disapproval		

DEPARTMENT ACTION: Department Chair   \_\_\_\_\_

COLLEGE ACTION: College Dean   \_\_\_\_\_

CURRICULUM COORDINATOR: Logging/Referral \_\_\_\_\_

Referred to: \_\_\_\_\_

AVP, Academic Program Development   \_\_\_\_\_

Dean, Undergraduate Studies   \_\_\_\_\_

Dean, Graduate Studies   \_\_\_\_\_

**TRANSMIT TO** (as appropriate):

GRADUATE COUNCIL: Council Chair   \_\_\_\_\_

UNIV. INTERDISCIPLINARY COUNCIL: Chair   \_\_\_\_\_

Or specify: \_\_\_\_\_

CURRICULUM REVIEW & APPROVAL COMMITTEE: CRAC Chair   \_\_\_\_\_

ACADEMIC POLICIES COMMITTEE: APC Chair   \_\_\_\_\_

ACADEMIC SENATE: Senate Chair   \_\_\_\_\_

OFFICE OF PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS: Provost/Vice President   \_\_\_\_\_

(When signed by Provost/Vice President, ORIGINAL should be sent to Curriculum Coordinator)

**IMPLEMENTATION RECORD**

To Chancellor's Office: \_\_\_\_\_  From Chancellor's Office: \_\_\_\_\_

Depts./Colleges Notified: \_\_\_\_\_  University *Bulletin*: \_\_\_\_\_

Other: \_\_\_\_\_