CHECKLIST * *elec onic o kflo i in og e*

REVIEWER	Received DATE	Comments with Notification DATE	PROPOSER	
Department Curriculum Committee		• Accepted as is • Modifications o Minor revision o Major Revision DATE:	Received DATE:	Resubmission DATE
Department / Chair		• Accepted as is • Modifications o Minor revision o Major Revision DATE:	DATE:	Resubmission DATE
College/School Curriculum & Instruction Committee		• Accepted as is • Modifications o Minor revision o Major Revision DATE:	DATE:	Resubmission DATE
College/School Dean		• Accepted as is • Modifications o Minor revision o Major Revision DATE:	DATE:	Resubmission DATE

Instructions with Further Explanations

The attached flowchart and checklist were developed as part of the new approval procedures for academic degree programs. These guidelines summarize the necessary steps and provide an expected timeline. The flowchart is color-coded: the dark blue (thick, solid) lines represent a proposal moving forward, while the thin red arrows (dashed lines) depict comments and modifications.

The checklist will ensure that proposer(s) and relevant committees keep track of submitted proposals. Proposer(s) and committee chairs are expected to acknowledge the received dates, while proposer(s) are asked to record resubmission dates. Modified proposals are expected to be returned to the levels at which requests for modifications are made.

Once proposals are reviewed, committees should provide any necessary feedback to the proposer(s). Proposals may be "accepted as is" and move forward to the next step. If a proposal is "accepted with minor revisions," then the revised version of the proposal will be re-examined by the relevant committee chair. If a proposal is returned for "major revisions," then it will be re-examined by the relevant committee.

All approving parties will be notified and receive a copy of the revised proposal if sigo.m9 (25) 6e) 6ne o e