Non-Credit Course Review Workflow

Stage 0: Proposal Preparation
- Originator from an Academic Unit
  Develops and submits course proposal and syllabus in CIM.

Stage 1: Initial Review
- APA Curriculum Coordinator
  Conducts administrative review on proposal and checks that the syllabus meets the Syllabus Minimum Requirements.

Stage 2: College Review
- Catalog Coordinator
  Checks that the course components are suitable for the catalog and can be coded into Banner. Ensures that the proposal meets liaison requirement.

Stage 3: College Review
- College Curriculum Committee Representative
  Ensures course meets college curricular guidelines

Stage 4: University Review
- Faculty Senate Curriculum Council Co-Chairs
  Presents proposal to the Curriculum Council for review and approval.

Stage 5: Registrar's Office: Implementation
- Catalog Coordinator
  Impects new course or course changes.
- Banner
  Data Entry

Source: Academic Programs and Assessment (7/14/20)