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

Curriculum Management
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 Approver
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
Implements new course or course changes.

Banner
Data Entry

Source: Curriculum Management (09/01/2022)