**Signature & Cover Page for Major & Minor Curriculum Change Proposals**

**Course Number:**

**Course or Program Title**:

NOTE: This page becomes the cover page of the hard copy and digital copy of the curriculum change proposal. The hard copy of the proposal must be forwarded to the next recipient with all prior required signatures within the days indicated on this form. 1 Please *print the names of all signatories on the electronic copy of the proposal and follow the procedures outlined in the Action column.*

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| **ACTION** | **NAME (TYPE)** | **DATE RECEIVED**  **MO/DY/YEAR** | **DATE**  **FORWARDED**  **MO/DY/YEAR** | **SIGNATURES (ONLY ON HARD COPY)** |
| **PROPOSAL DEVELOPERS** confirm with their signature that they originated the proposal and submitted the hard copy and a digital MS Word copy (with the .doc,.docx suffix) of the proposal to their Chair/Director |  | XXXXXXXXXXXXXX |  |  |
| **CHAIRS/DIRECTORS** confirm with their signature that they distributed digital copies to their faculty for proposal vetting. Regardless if the faculty approve or deny the proposal, the Chairs/Directors submit the original and digital copies of the proposal to their AVP with a summary of faculty comments & recommendations |  |  | within 10 business days |  |
| **ASSOCIATE VICE PRESIDENTS** who supervise the Chairs/Directors of the proposal developers confirm with their signature that they reviewed and discussed the proposals with their Chairs/Directors. They may approve or deny the proposal. Regardless if the AVPs, Chairs/Directors or the faculty approve or deny the proposal the AVP submits the original and digital copies of the proposal to the CIL with a summary of the faculty’s and Chairs/Directors comments, and comments from the AVP in case the AVP does not support the proposal. |  |  | within 10 business days |  |
| **CURRICULUM INFORMATION**  **LIASON (CIL)** verifies the validity of the course number and description. The CIL subsequently submits digital copies of the proposal to each of the Curriculum Committee’s Co-Chairs. The CIL also submits the proposal hard copy with the Chairs/Director’s summary and the AVP’s comments to the Co-Chair who will be chairing the next committee meeting (if in doubt copy both). Copies must reach the Co-Chairs at minimum 7 days before the next scheduled meeting. | Korona Skipper |  | within 5 business days |  |
| **CURRICULUM COMMITTEE CO-CHAIRS** receive the electronic and hard-copies from the CIL. They verify that the review process has been followed and that institutional concerns are addressed during the committee’s consideration of the proposal. The committee may recommend resubmission of the proposal with changes and/or the chairing Co-Chair will send the proposal original and a digital copy to the VPAA with the committee’s decision to approve as is, approve with recommended changes, or reject. |  |  | within 20 business days of the Fall & Spring semesters |  |
| **VICE PRESIDENT FOR ACADEMIC AFFAIRS** notifies the committee Co-Chairs, the proposal developer, and the CIL of the implementation date if approved, required changes, or the reasons for rejection. If changes are required, the proposal developer restarts the process from the beginning. If the VPAA does not approve the proposal, a written explanation should be submitted to the Co-Chairs for further discussion. |  |  | within 10 business days |  |
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Signatures do not necessarily constitute approval, only review. Chairs/Directors should attach comments as appropriate, but they cannot halt the progress of the proposal through the vetting process. Only developers and the VPAA can interrupt or terminate the process. Names typed in the NAME column will change with change of personnel without prior approval by the Curriculum Committee.