

School of Graduate Studies
Graduate Curriculum Review Process

New Program/Concentration Proposals

1. Upon approval of department, college dean, and college graduate curriculum committee*, the college dean or their representative submits the proposal as a memo to Graduate Affairs Committee (GAC) for review and approval. Simultaneously, the designated initiator (i.e., whomever in the department is responsible for submitting changes at the graduate level for a course/program) submits a new program/concentration form in the CourseLeaf system.

**It is highly recommended that prior to initiating the approval process, colleges/departments consult with VPAA to ensure viability and support for new proposals.*

2. Upon approval by the GAC, the proposal will be approved by the School of Graduate Studies (SoGS)/Vice-President of Academic Affairs (VPAA) in the CourseLeaf system and routed to the Office of the Registrar.
3. Upon approval, the Faculty Senate representative(s) will inform Faculty Senate.
4. The Board of Regents must approve all new program proposals.
5. Once the Board of Regents has approved the new program/degree proposal and after departments/programs receive the final approval from the Dean of SoGS, the Banner Code [Banner Code Request Major Minor Concentration](#) form must be completed and submitted to the Office of the Registrar.

New Course Proposals/Modification of Existing Courses

1. Upon approval of department, college dean, and college graduate curriculum committee, submit proposal(s) as memos electronically to VPAA/SoGS. Simultaneously, the designated initiator (i.e., whomever in the department is responsible for submitting changes at the graduate level for a course/program) submits a new course/modification form in the CourseLeaf system.
2. College Dean will route approved BAF to Graduate Curriculum Committee for review and approval.
3. Upon approval by GAC, the approved course/modification proposal in the CourseLeaf system will be approved by SoGS/VPAA and routed to the Office of the Registrar.
4. After departments/programs receive the final approval from the Dean of SoGS, the [Banner Code Request Major Minor Concentration](#) form must be completed and submitted to the Office of the Registrar.