

**Curriculum Proposal Cover Sheet – Program/Degree/Certificate**

*Routing procedure – Official Signatures on Signature Page*

Program Name: \_\_\_\_\_

or

Course Alpha & Number: \_\_\_\_\_

Author: \_\_\_\_\_

Proposal Type:  Addition  Modification  Deletion
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**Date of Activity:**

- \_\_\_\_\_ Author Signature
- \_\_\_\_\_ Curriculum Representative Signature
- \_\_\_\_\_ Department Chair Signature
- \_\_\_\_\_ Curriculum Chair Signature
- \_\_\_\_\_ Proposals Posted in Website for General Review
- \_\_\_\_\_ Academic Senate Chair Signature
- \_\_\_\_\_ Chief Academic Officer Signature
- \_\_\_\_\_ Chancellor Signature
- \_\_\_\_\_ NEW DEGREES ONLY! Chief Academic Officers Approval
- \_\_\_\_\_ NEW DEGREES ONLY! Board of Regents Approval
- \_\_\_\_\_ Signature Sheet Returned to Curriculum C hair

**Distribution, Posting and Follow-Up:**

- \_\_\_\_\_ Notify Proposers of Approval
- \_\_\_\_\_ Banner & IRO Input
- \_\_\_\_\_ Catalog Input Complete
- \_\_\_\_\_ Articulation Forms Forwarded to Articulation Coordinator
- \_\_\_\_\_ Five-Year Review Database Updated
- \_\_\_\_\_ Originals Filed in Chief Academic Officer’s Office
- \_\_\_\_\_ Registrar & Counseling Notified