Proposal Development by Faculty in an Academic Unit
College, School, Department, or Program
http://oregonstate.edu/admin/aa/apaa/academic-programs/course-proposals

Response to proposal questions and documents posted to the Curriculum Proposal System (CPS)
by the Academic Unit (Originator)

Liaison Contacts
--2 weeks--
(Note: The CPS will automatically move the proposal to the College Curriculum Committee Chair or Designate at the end of the second week or earlier if all identified liaison contacts have reviewed and commented on the proposal.)

College Curriculum Committee Chair or Designate
College Curriculum Committee
(Proposal can be returned to the academic unit.)
Stage 4: University: Review and Approval Steps

**Stage 3: APAA: Curriculum Coordinator**
Office of Academic Programs, Assessment, and Accreditation (APAA)
Complete review of the proposal by APAA; i.e., the CPS proposal and attached documents including the course syllabus.
(Proposal can be returned to the academic unit.)

Graduate or First Professional Level Course, Minor, Option or Major?

No

Baccalaureate Core Course?

Yes

Graduate Council Representatives (Primary and Secondary)
Graduate Council
(Proposal can be returned to the academic unit. If the proposal has no identifiable issue, then the proposal is approved and moves onto the Curriculum Council Representative. If there is an issue, then the proposal moves to the Graduate Council Chair)

DPD or WIC Course?

No

Identifiable Issue or Problem?

Yes

Graduate Council Chair
Graduate Council
(Proposal can be returned to the academic unit. The proposal is reviewed by either the full Graduate Council or by the Graduate Council Chair.)

No

Baccalaureate Core Director
Baccalaureate Core Committee (BCC)
(Proposal can be returned to the academic unit.)

Yes

Writing Intensive Course Director
Writing Intensive Course (WIC)
(Proposal can be returned to the academic unit.)

Identifiable Issue or Problem?

No

Baccalaureate Core Director
Baccalaureate Core Committee (BCC)
(Proposal can be returned to the academic unit.)

Yes

Graduate or First Professional Level Course?

No

Baccalaureate Core Course?

Yes

Graduate Council Representatives (Primary and Secondary)
Graduate Council
(Proposal can be returned to the academic unit. If the proposal has no identifiable issue, then the proposal is approved and moves onto the Curriculum Council Representative. If there is an issue, then the proposal moves to the Graduate Council Chair)

DPD or WIC Course?

No

Identifiable Issue or Problem?

Yes

Graduate Council Chair
Graduate Council
(Proposal can be returned to the academic unit. The proposal is reviewed by either the full Graduate Council or by the Graduate Council Chair.)

No

Baccalaureate Core Director
Baccalaureate Core Committee (BCC)
(Proposal can be returned to the academic unit.)

Yes

Writing Intensive Course Director
Writing Intensive Course (WIC)
(Proposal can be returned to the academic unit.)

Graduate or First Professional Level Course, Minor, Option or Major?
Stage 5: University (Cont.):
Review and Approval Steps

Curriculum Council Representative
Curriculum Council – Step I
(Proposal can be returned to the academic unit.)

Curriculum Council Chair(s)
Curriculum Council – Step II
Final APPROVAL Step
(Proposal can be returned to the academic unit.)

Stage 6:
APAA: Senior Curriculum Coordinator

Senior Curriculum Coordinator
Office of Academic Programs, Assessment, and Accreditation (APAA)
Final review of the proposal by APAA
(Proposal can be returned to the academic unit.)

Stage 7:
Registrar’s Office: Implementation and Campus Announcement

Catalog Coordinator
Registrar’s Office
Implementation into the online Catalog
(Proposal can be returned to the academic unit.)

Online Catalog
Catalog Entry or Update

Campus Announcement
Notification

Banner SIS
Data Entry

MyDegrees Data Entry

Schedule Desk Notification
Notes:
(1) Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.
(2) The APAA Super Administrator can move a proposal back to any step in the workflow process.

Source: OSU Office of Academic Programs, Assessment, and Accreditation\gilb (10-13-15; rev. 11-5-15)