

Oregon State University
Courses, Minors; Options [New, Change, Drop]; and
Majors (Degrees and Certificates) [Change] Workflow Chart
Curriculum Proposal System (CPS)
[Category II Proposals]

Proposal Preparation

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

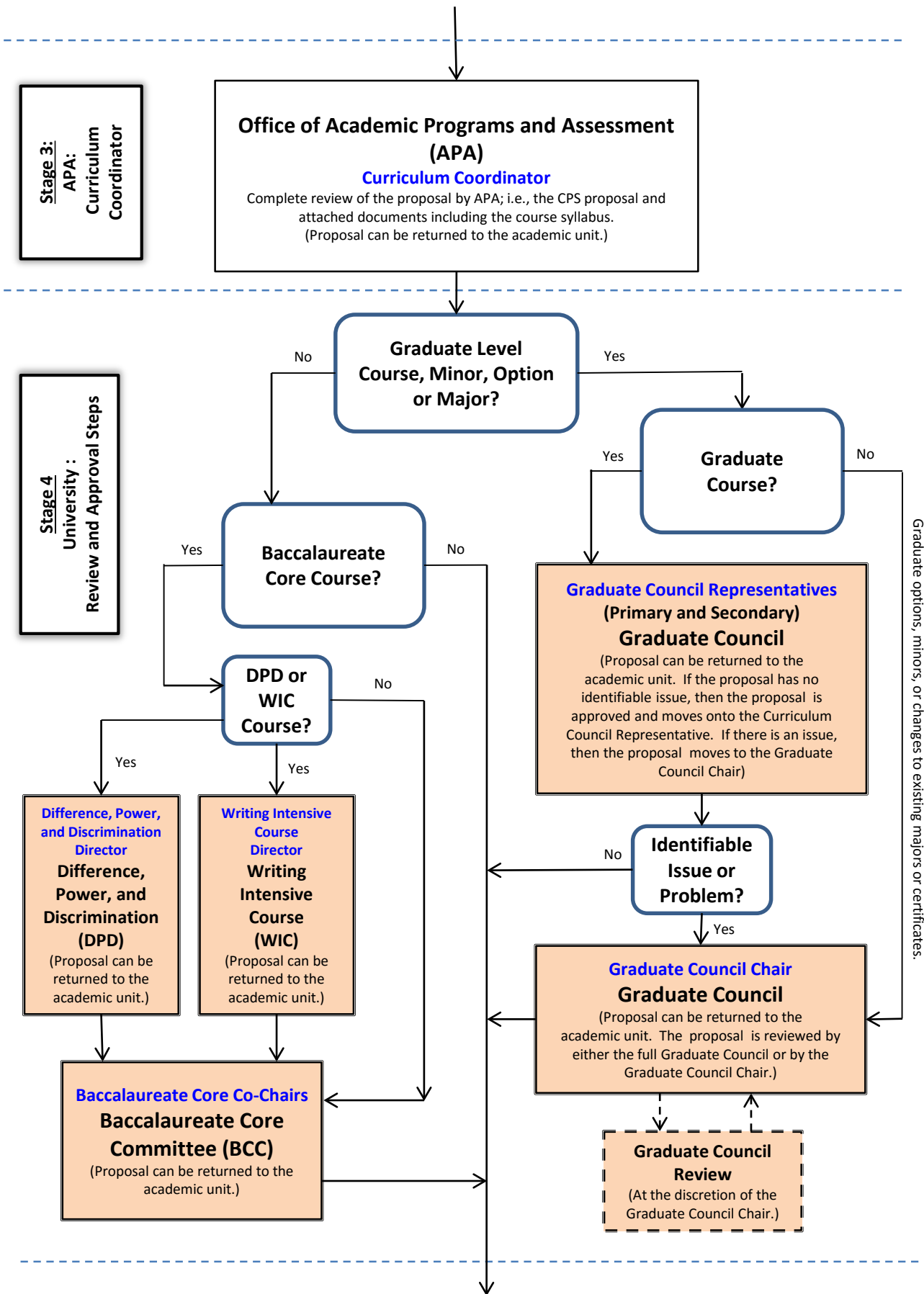
Response to proposal questions and documents are posted to the
Curriculum Proposal System (CPS)
by the Academic Unit (Originator)

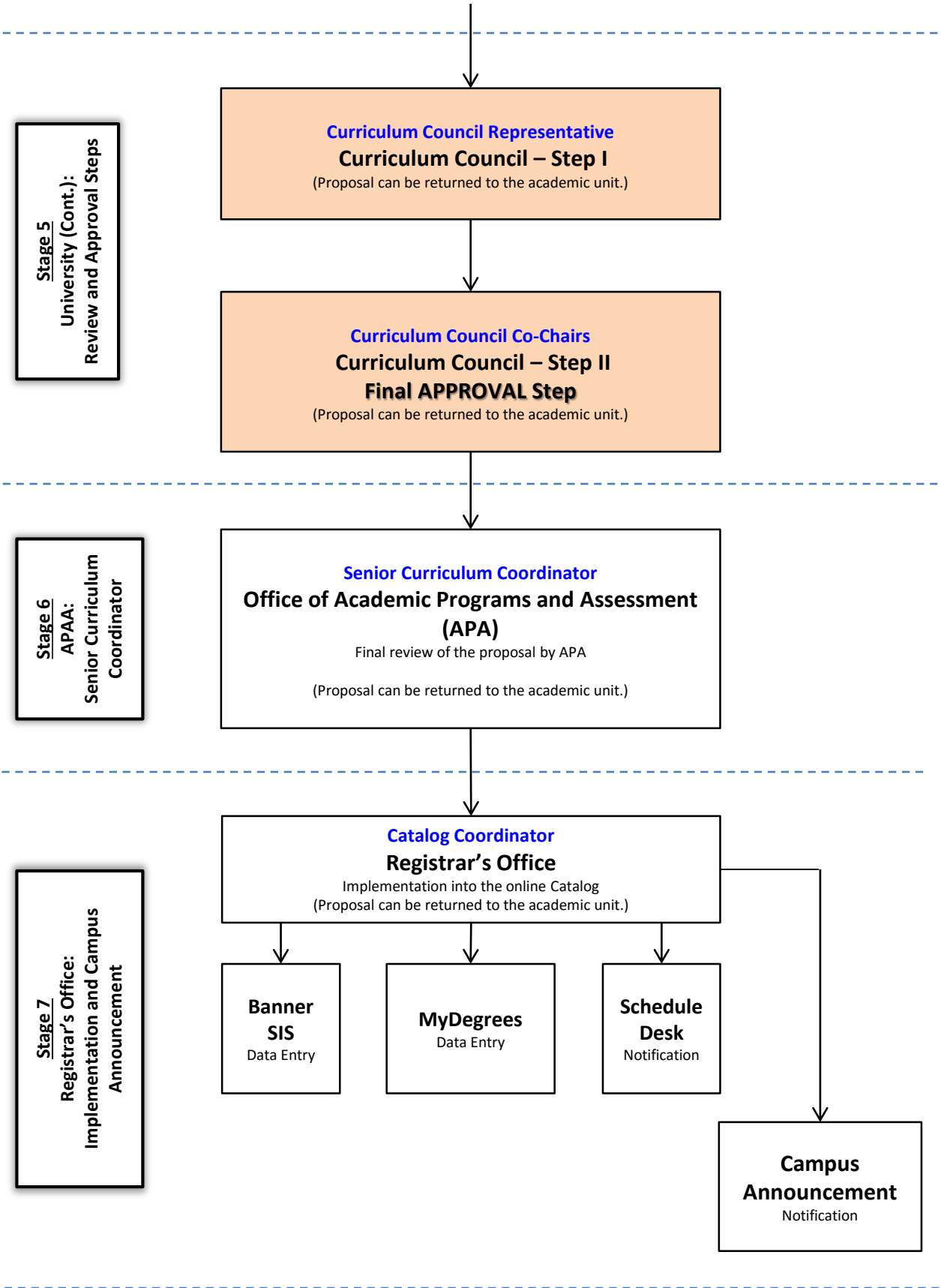
**Stage 1:
Review by Liaison Contacts**

Liaison Contacts
--2 weeks--
(Note: It is the originators responsibility to move the proposal after the two week liaison review period has come to an end. The CPS will not automatically move the proposal to the College Curriculum Committee Chair or Designate at the end of the second week (or earlier if all of the identified liaison contacts have reviewed and commented on the proposal.)

**Stage 2:
Review by College
Curriculum Committee**

College Curriculum Committee
College Approver
(Curriculum Committee Chair or Designate)
(Proposal can be returned to the academic unit.)





 **Approval Step**

Notes:

- (1) Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.
- (2) The APA Super Administrator can move a proposal back to the originator only. With the current CPS it is not possible to move a proposal back to a previously reviewed and approved step.