Oregon State University
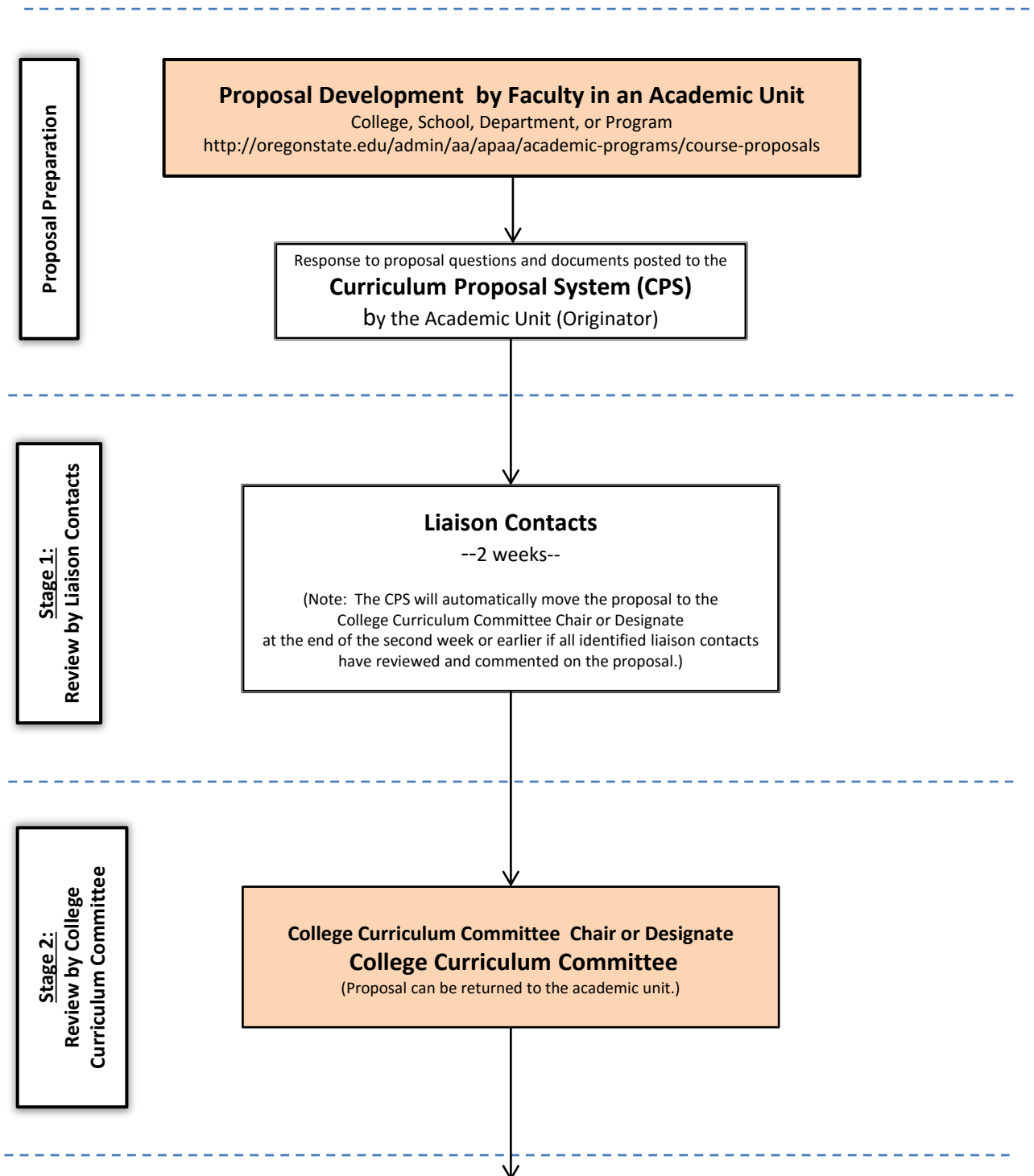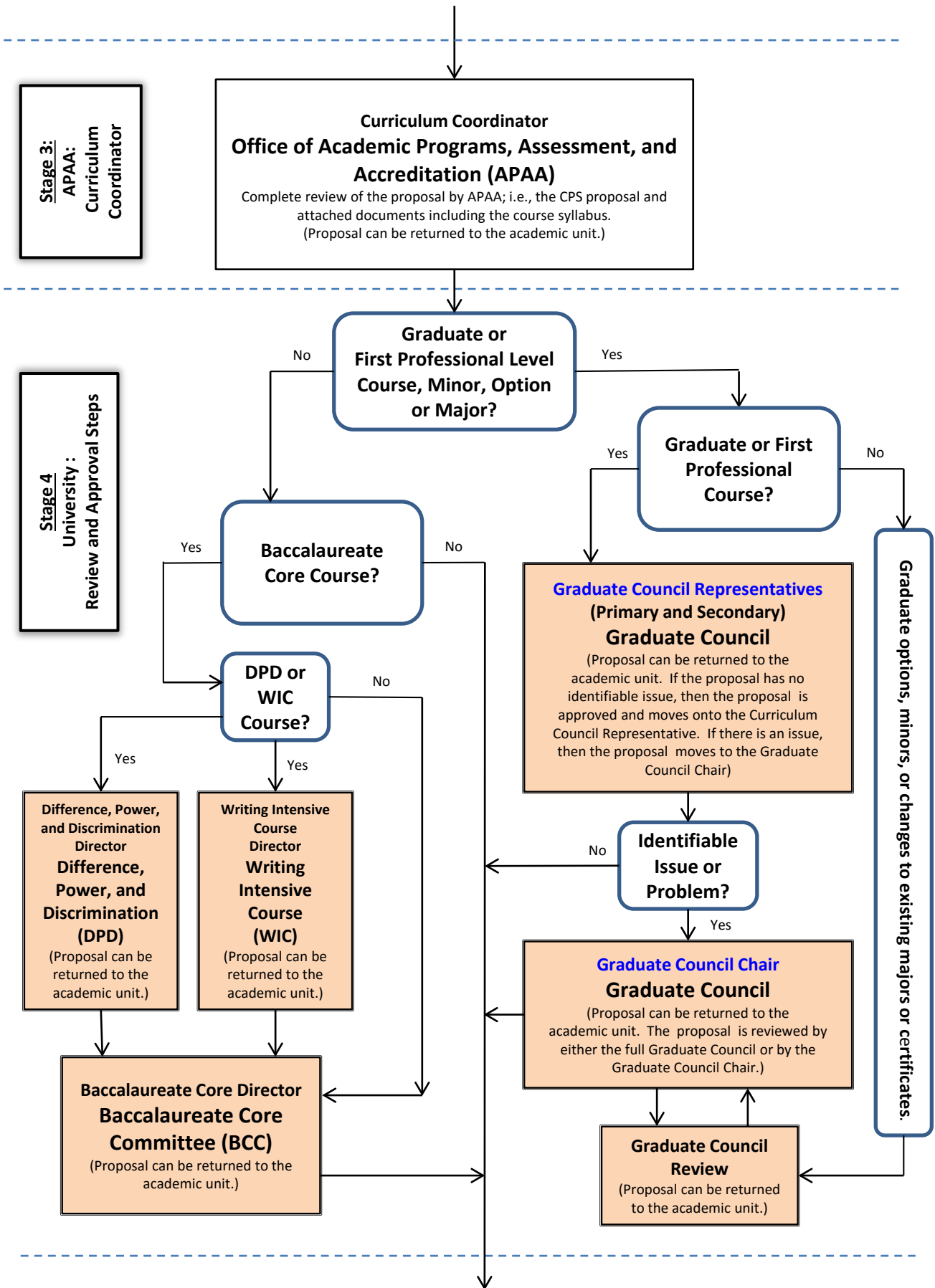# Course (New, Change, Drop); Minor (New, Change, Drop); Option (New, Change, Drop); Major (Change) Proposals Workflow Chart
Curriculum Proposal System (CPS)

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

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

**Stage 1:
Review by Liaison Contacts**

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.)

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

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

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

Yes

Graduate or First Professional Course?

Yes

No

Baccalaureate Core Course?

Yes

No

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)

Graduate options, minors, or changes to existing majors or certificates.

DPD or WIC Course?

No

Yes

Yes

Difference, Power, and Discrimination Director
Difference, Power, and Discrimination (DPD)
(Proposal can be returned to the academic unit.)

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

Identifiable Issue or Problem?

No

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.)

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

Graduate Council Review
(Proposal can be returned to the academic unit.)

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.)

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.)

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

☐ **Approval Step**

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.