

Oregon State University
Suspensions/Terminations
Curriculum Proposal System (CPS) Workflow
Abbreviated Category I Proposal: Review and Approval Process for
Degree or Certificate Suspensions or Terminations

Proposal Preparation

Proposal Development by Faculty in an Academic Unit
 College, School, Department, or Program

Office of Academic Programs, Assessment, and Accreditation (APAA)
 Recommended review
 of the draft proposal prior to distribution to:
 external contacts (for Letters of Support); business centers (for Budget Tables), Ecampus (if applicable),
 Office of Capital Planning and Development (for Space/Facilities Evaluation)

Proposal documents posted to the
Curriculum Proposal System (CPS)
 by the academic unit

Academic Unit(s)
 Revisions and Updates

Letters of Support

Input from higher institutions as well as public and private entities (all external to OSU).
 (Note: Letters of Support can continue to be gathered and posted to the CPS as the proposal goes through the Stage 1 liaison review process.)

Budget Tables

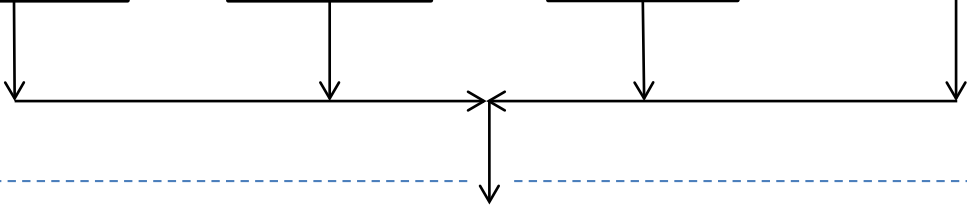
(For Terminations)
 Preparation by the academic unit
Business Center
 (identify cost savings)

Ecampus

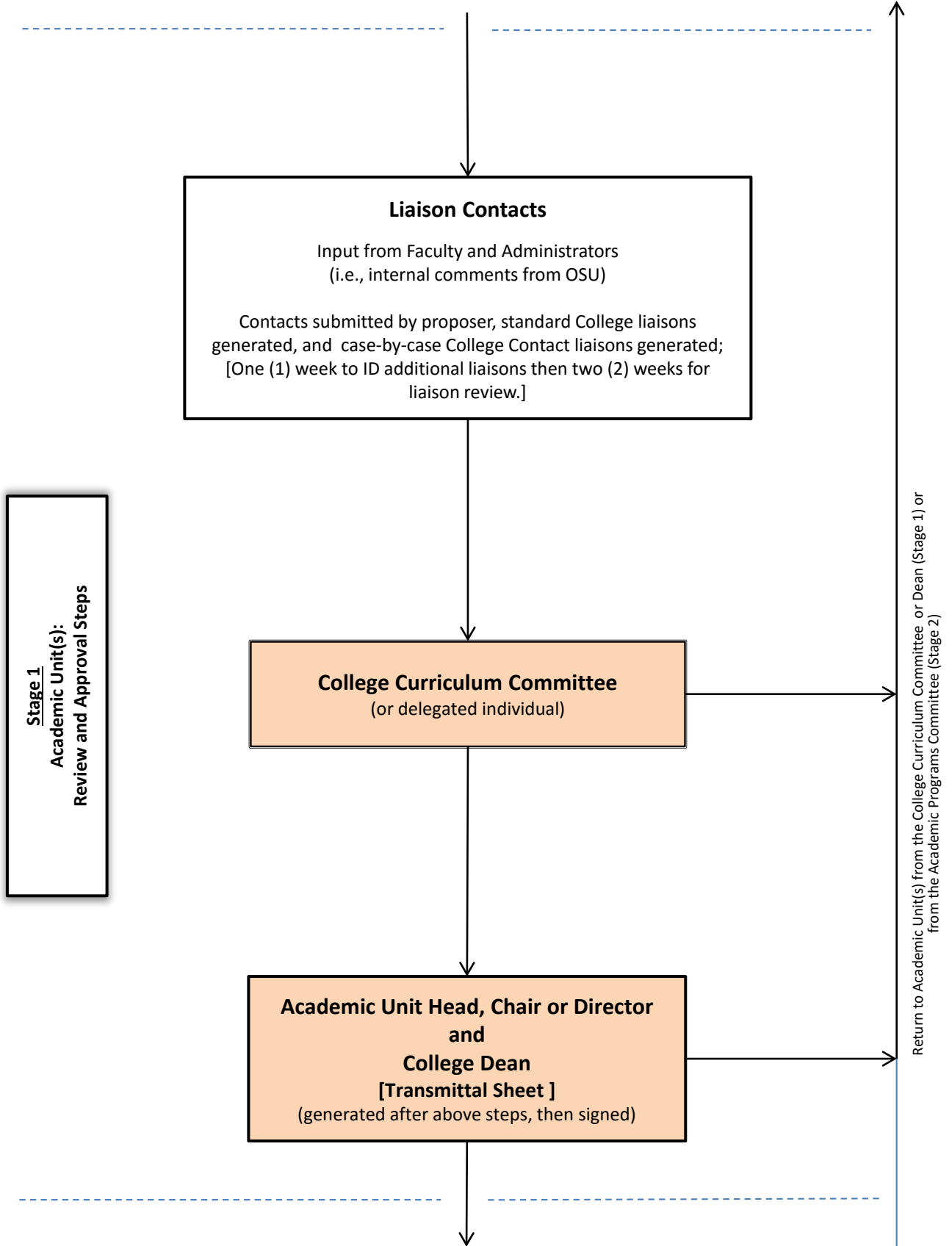
If the program is delivered online to distant locations by Ecampus; obtain letter/memo of confirmation acknowledging program suspension or termination.

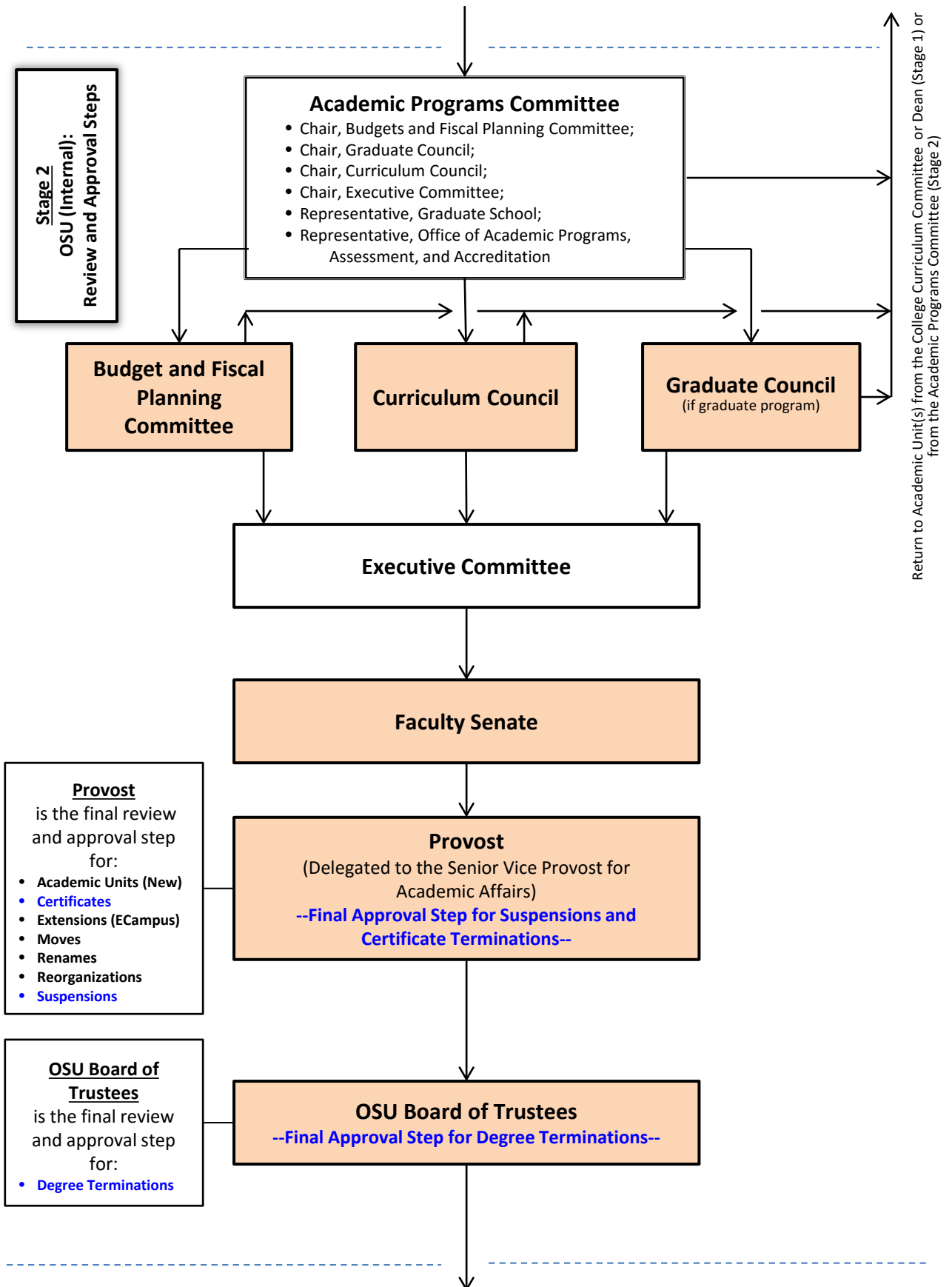
Space/ Facilities Evaluation

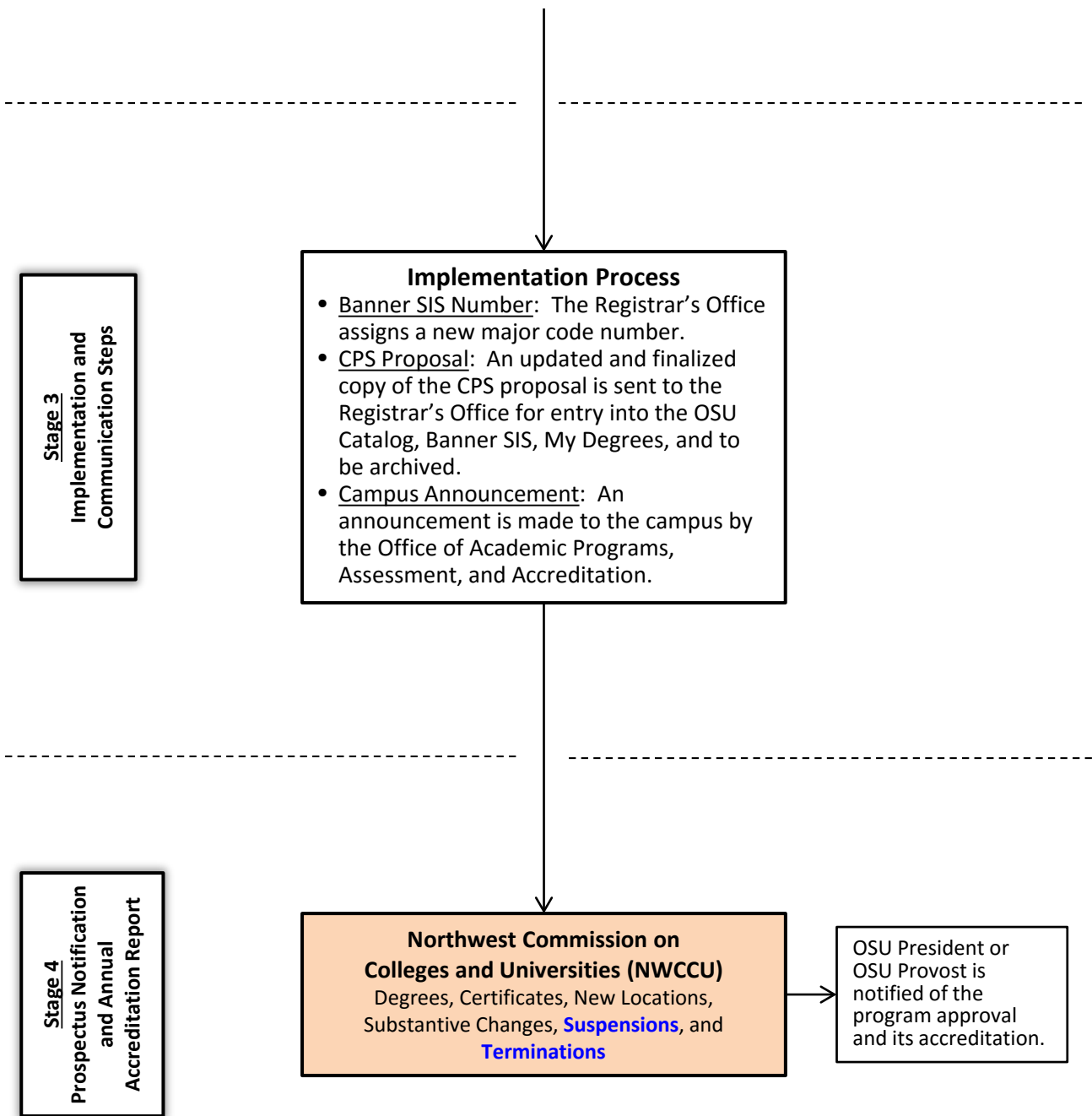
Review by the **Office of Capital Planning and Development**
 (for new degree or certificate programs or changes to existing space/facilities needs)



Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)







 **Approval Step**

Note: Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.

Source: OSU Office of Academic Programs, Assessment, and Accreditation\glb (3-12-15; rev. 5-5-15; 5-15-15; 6-17-15; 8-13-15; 08-31-15; 9-1-15; 9-9-15; 9-30-15; 2-5-16)