



Legend College of Engineering Graduate Course Proposal Process	
1	<p style="text-align: center;">New Proposal</p> <ol style="list-style-type: none"> 1. Initiated and vetted in the department by the Proposer. 2. Entered into CSCS by the Proposer or the Submitter (staff person). 3. T. Reed would be willing to review the proposal at Level 1 – before it is sent out for consultation.
2	<p style="text-align: center;">College/Faculty Consultation</p> <ul style="list-style-type: none"> • The formal proposal process begins with consultation. Formal consultation with anyone who would have an interest in, or an audience for, the course (not necessarily every department in the College) should be done via CSCS. • If the course has been offered on an experimental basis, the class list would identify some of those who should be in the consultation loop. • Unlike undergraduate course proposals, a graduate proposal cannot move forward until all of the consultants have responded via CSCS.
3	<p style="text-align: center;">College Administrative Review T. Reed</p> <ul style="list-style-type: none"> • T. Reed will forward a PDF version of the proposal to the Graduate Studies & Research Committee, a standing committee of the Engineering Faculty Council (EFC). • Upon approval, T. Reed will request consultation from the Chair of the Graduate Studies & Research Committee, who will comment on behalf of the Committee. • Upon approval of the Graduate Studies Committee, the proposal will be added to the EFC agenda. • Upon EFC approval, T. Reed will request consultation from the EFC Chair, who will comment on behalf of the Engineering Faculty Council. • Upon EFC approval, T. Reed will start the approval process.
4	Department Head/Division Head Review
5	College Representative to the Graduate Council Subcommittee on New & Revised Programs & Courses
6	College Dean or Representative Renata Engel
7	<p style="text-align: center;">Dean of Graduate School Review</p> <ol style="list-style-type: none"> 1. Elizabeth Price will approve on behalf of the Dean, or 2. Elizabeth will return the proposal to the Proposer for changes prior to approval on behalf of the Dean.
8	<p style="text-align: center;">Graduate Council Subcommittee Review</p> <ul style="list-style-type: none"> • After review of the Grad Council Subcommittee: <ol style="list-style-type: none"> 1. Elizabeth Price will approve on behalf of the Subcommittee, or 2. Elizabeth will return the proposal to the Proposer for changes.
9	<p style="text-align: center;">Senate Committee on Curricular Affairs</p> <ul style="list-style-type: none"> • Upon approval by the Subcommittee, the course will be forwarded to the Senate Office for publication on the <i>Senate Curriculum Report</i>; graduate course proposals are not reviewed by the Senate Committee on Curricular Affairs. • The proposal is will remain at Level 9 until the end of the 30-day comment period.
10	<p style="text-align: center;">~ On Hold ~ Returned to the Proposer for additional changes (Level 7 or Level 8).</p> <ul style="list-style-type: none"> • Any Signatory/Consultant can place a “hold” on the proposal. <ol style="list-style-type: none"> 1. First, the requested changes should be incorporated into the proposal. 2. Then, the Proposer should respond to any comments, questions, or concerns via CSCS and forward the proposal to the reviewer, whoever that may be at the time (e.g., Elizabeth Price or anyone else cited above).
11	Approved
12	Rejected