Online Course Proposal Process Workflow

Standard Process

Proposer* creates proposal
*Any permanent classified staff, academic staff, or faculty

Subject Owner* review
*Department or Program

School/College review

University Curriculum Committee review

Registrar’s Office inputs course to ISIS
Proposal complete

Review by Other Affected Units

Crosslisted Subject Owner review

Affected Subject Owner review
- Issue that will affect a program in another unit
- Potential overlap with another course

Crosslisted School/College Review
If subject is in a different School/College

Affected School/College Review
If subject is in a different School/College

Approval must be granted by crosslisted & affected units before UCC submits to Registrar’s Office.

General Education review

L&S review
For non-L&S courses requesting:
- Liberal Arts and Studies
- L&S breadth