

## Matrix: Required Documentation and Curriculum Approval Processes

Legend	Documents			Approval Process													
<p>Codes</p> <p><b>A – Approval</b></p> <p><b>N – Notification</b></p> <p><b>P – Processing</b></p> <p><b>V – Vote</b></p> <p>Note: All new program proposals must go to Deans' Council for discussion before beginning the Curriculum Approval Process</p>	Cover Sheet(Voting)	Informational Memo (Non-Voting)	Course Leaf Program Proposal	Chair	Dean	Budget Officer	Sr. Vice Provost, Budget, Planning & Admin	Assessment	Senior Vice Provost for Academic Affairs	Deans Council	Graduate Council or Undergraduate Council	Provost	Faculty & Educational Affairs Committee	Board of Trustees	Registrar	Office of Graduate Education	
Program Changes Not Requiring Council Notification or Approval																	
Non-Substantive Changes: descriptive text; courses; addition or elimination of tracks, emphases, options; non-course requirements such as thesis or experiential learning)			✓	A	A				A							P	
Program Changes and New Programs Requiring Council Notice (Non-Voting)																	
New Concentration		✓	✓	A	A	A			A	N	N					P	N
New Continuing Education Unit Certificate, Micro-Credential, or Academic Badges		✓	✓	A	A	A			A	N	N					P	
Creation of a Secondary Major		✓		A	A				A	A	N					P	
Creation or Name Change of Department		✓		A	A				N	N	N	A				P	
Close a Concentration or a Credential from a Continuing Education Program		✓	✓	A	A	A			A	N	N					P	N
Program Changes Requiring Council Approval (Voting)																	
Substantive Changes (credit hours; required courses from other departments; delivery modality; resource related)	✓		✓	A	A	A	N	N	A		V					P	N
Close a Degree	✓		✓	A	A	A	A	N	A	N	V	A				P	N
Close a Major, Dual Program, Minor, or Academic Certificate	✓		✓	A	A	A	A		A	N	V	A	A			P	N
New Programs Requiring Council Approval (Voting)																	
New Degree	✓		✓	A	A	A	A	N	A	N	V	A	A	N		P	N
New Major	✓		✓	A	A	A	A	N	A	N	V	A				P	N
New Minor	✓		✓	A	A	A	N		A		V	A				P	
New Certificate - Academic (excluding Specialized Certificates)	✓		✓	A	A	A	A	N	A		V	A				P	N
New Certificate - Specialized	✓		✓	A	A	A	N		A		V	A				P	N
New Dual Degree (Existing Degree)	✓			A	A	A			A	N	N					P	N

**Note: Changing the name of any credential (degree or certificate) awarded by the University requires the closure of the existing credential and the proposal of a new credential.**