

CURRICULUM PROCESS AND SIGNATORY SHEET



Every new course, certificate, concentration, and minor proposal must follow the process and include this signatory cover sheet.

Each College at the University of Southern Maine has an established curriculum approval policy. There is no standard curriculum review process among the Colleges. Per the Governance document, any proposal that impacts another College must be reviewed by the Faculty Senate.

All new academic proposals, be they courses, concentrations, certificates, minors, or degrees must include the Office of the Provost in the process. Proposals must include the signatory sheet with the necessary signatures and/or approvals.

Any courses that are to be included in the next catalog must complete the approval process by March 1.

The Office of the Provost will notify the Office of the Registrar of all new approved courses, concentrations, certificates, minors, or degrees. The Office of the Registrar will only accept notification from the Office of the Provost to include offerings in the catalog or include them in MaineStreet.

Additionally, the Office of the Provost will notify the University of Maine System Office of all new certificates and minors in accordance with the System policy.

Finally, in keeping with existing policy and process, the Office of the Provost will work with programs, Colleges, and the System office for all new degree proposals in accordance with the System-wide Administrative Procedures Manual.

CURRICULUM PROCESS SIGNATORY SHEET



Every new course, certificate, concentration, and minor proposal must include this signatory cover sheet.

College Name: _____

What is being proposed: _____

Approved by College Curriculum process on (date): _____

Impacts other programs across Colleges? Yes No
If yes, must be sent to Faculty Senate for review.

If yes, sent to Faculty Senate on (date): _____

If yes, returned from Faculty Senate, with evidence of consideration/deliberation on (date):

College Dean signature: _____
Date: _____

Graduate program? Yes No
If yes, only new certificates and degrees must be approved by Graduate Council.
If yes, sent to Graduate Council on (date): _____

If yes, returned from Graduate Council, with evidence of deliberation on (date):

Provost signature: _____
Date: _____

The process is complete when the Provost signs and the notification has been sent to all necessary parties.

Completed proposal with signatory sheet distributed to:
Program, Department Chair, College Curriculum Committee, Faculty Senate (as necessary), Grad Council (as necessary), Dean, Registrar, Admissions, and Marketing, (and in cases of certificates and minors) System Office

CIP Code: _____
Notification sent on (date): _____
Notification sent by: _____
Filed in Office of the Provost on (date): _____