

**COURSE AND PROGRAM APPROVAL PROCESS IN THE COLLEGE OF  
HUMANITIES AND NATURAL SCIENCES  
(Updated September 2014)**

<b>COURSE PROPOSALS</b>	<b>PROGRAM PROPOSALS</b>
<p><b>1.</b> New course (departmental or Common Curriculum) submitted to department for approval. Use appropriate forms. If the course is not for the Common Curriculum find form here. <a href="http://academicaffairs.loyno.edu/pol">http://academicaffairs.loyno.edu/pol</a></p> <p>If course is for the common curriculum use electronic form here: <a href="https://secure.loyno.edu/academicaffairs/course-proposal/">https://secure.loyno.edu/academicaffairs/course-proposal/</a></p>	<p><b>1.</b> New program submitted to department or faculty committee for approval. Use appropriate form. <a href="http://academicaffairs.loyno.edu/pol">http://academicaffairs.loyno.edu/pol</a></p>
<p><b>2. a.)</b> Departmental course proposals approved by the departments, chair support letters, and other supporting materials submitted to HNS Curriculum Committee. After committee approval, the dean evaluates proposal for approval.</p> <p><b>2. b.)</b> Common Curriculum course proposals are electronic. After chair indicates approval (electronically) the proposal goes to the HNS dean. After dean approves the proposal it is forwarded to the Standing Committee on the Common Curriculum for review and approval.</p>	<p><b>3.</b> Program proposal form and all supporting materials submitted to the HNS Curriculum Committee for approval.</p>
<p><b>4.</b> Proposals are forwarded to the University Courses and Curriculum Committee for approval. UC&amp;CC recommends approval to the Provost.</p>	<p><b>3.</b> Dean evaluates proposal for approval.</p>
<p><b>5.</b> Provost gives final approval and informs all parties of approval. Course is added to inventory.</p>	<p><b>4.</b> Proposals are forwarded to the University Courses and Curriculum Committee for approval.</p>
	<p><b>5.</b> Provost brings proposal to the Standing Council for Academic Planning for approval.</p>
	<p><b>6.</b> With SCAP's approval, the</p>

	Provost gives final approval. For some new degree programs Board of Trustees approval is also required.
	<b>7.</b> Program is implemented.

At any stage in the approval process revisions may be required.