

**SCHOOL OF EDUCATION**  
**Coversheet / Flow-chart for Academic Program / Course Change**

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Please Mark the Appropriate Box:

- Proposal for a new course
- Proposal for a course name change
- Proposal for a new program
- Proposal for a change to an existing program's requirements

Does this change affect the education of MA or PhD students?

- Yes  No

*(if Yes, Graduate School approval must be also sought as specified below)*

Name of Proposal: \_\_\_\_\_  
 Affinity Group: \_\_\_\_\_  
 Graduate Program Director: \_\_\_\_\_ Email: \_\_\_\_\_

**Affinity Group Approval**



**Curriculum Committee Approval**



**Academic Council Approval**



**Associate Dean's Approval**

Date of Approval by the Affinity Group:

*Program Director (PD) is then responsible for forwarding complete package to the Chair of the Curriculum Committee*

Date of Approval by the Curriculum Committee:

*Chair of Curriculum Committee is responsible for forwarding complete package to the Vice-Chair of Academic Council and informing PD of recommendation.*

Date of Approval by the Academic Council:

*Chair of Academic Council is responsible for forwarding complete package to the Associate Dean of the SOE and informing PD of recommendation*

Date of Approval by the SOE Associate Dean of Academic Programs:

*Associate Dean of Academic Programs is responsible for informing PD of decision.*

IF GRAD SCHOOL APPROVAL IS NECESSARY



**Grad School Approval**

PD is responsible for forwarding complete package to the Graduate School.

IF GRAD SCHOOL APPROVAL IS NOT NECESSARY



**Registration and Records**

PD and Associate Dean of Academic Programs complete forms needed to enter course or changes into system.