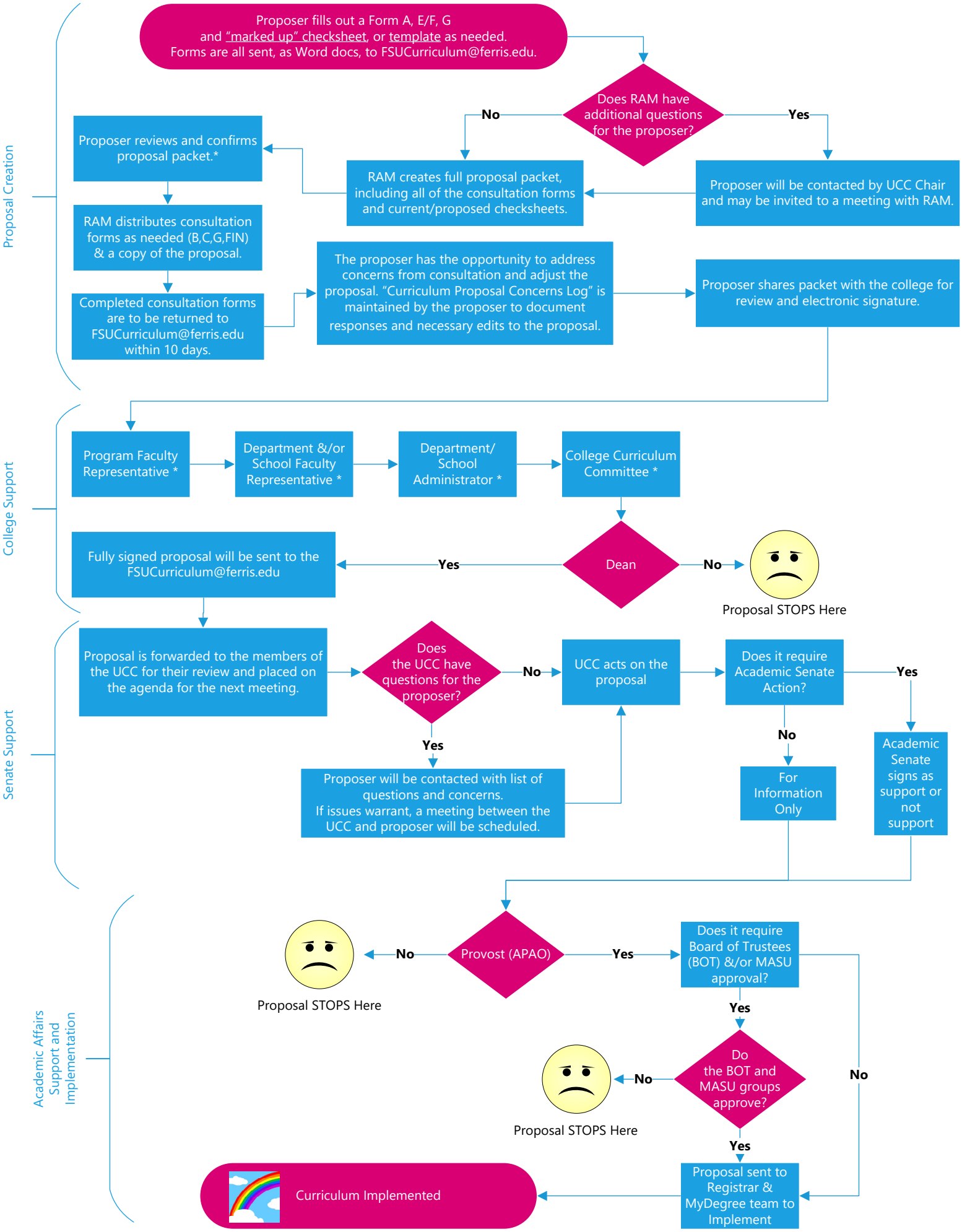
Proposal Creation
Proposer fills out a Form A, E/F, G and "marked up" checksheet, or template as needed. Forms are all sent, as Word docs, to FSUCurriculum@ferris.edu.
Does RAM have additional questions for the proposer?
No
Yes
Proposer will be contacted by UCC Chair and may be invited to a meeting with RAM.
RAM creates full proposal packet, including all of the consultation forms and current/proposed checksheets.
Proposer reviews and confirms proposal packet.*
RAM distributes consultation forms as needed (B,C,G,FIN) & a copy of the proposal.
Completed consultation forms are to be returned to FSUCurriculum@ferris.edu within 10 days.
The proposer has the opportunity to address concerns from consultation and adjust the proposal. "Curriculum Proposal Concerns Log" is maintained by the proposer to document responses and necessary edits to the proposal.
Proposer shares packet with the college for review and electronic signature.
College Support
Program Faculty Representative *
Department &/or School Faculty Representative *
Department/ School Administrator *
College Curriculum Committee *
Dean
Yes
No
Proposal STOPS Here
Fully signed proposal will be sent to the FSUCurriculum@ferris.edu
Senate Support
Proposal is forwarded to the members of the UCC for their review and placed on the agenda for the next meeting.
Does the UCC have questions for the proposer?
No
Yes
Proposer will be contacted with list of questions and concerns. If issues warrant, a meeting between the UCC and proposer will be scheduled.
UCC acts on the proposal
Does it require Academic Senate Action?
Yes
No
Academic Senate signs as support or not support
For Information Only
Academic Affairs Support and Implementation
Provost (APAO)
No
Yes
Proposal STOPS Here
Does it require Board of Trustees (BOT) &/or MASU approval?
Yes
No
Do the BOT and MASU groups approve?
No
Yes
Proposal STOPS Here
Proposal sent to Registrar & MyDegree team to Implement
Curriculum Implemented
* Responds within 10 Days