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
  - 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.

- Yes
  - RAM creates full proposal packet, including all of the consultation forms and current/proposed checksheets.
  - 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 will be contacted by UCC Chair and may be invited to a meeting with RAM.

Proposer shares packet with the college for review and electronic signature.

Program Faculty Representative *

Department &/or School Faculty Representative *

Department/ School Administrator *

College Curriculum Committee *

Dean

Fully signed proposal will be sent to the FSUCurriculum@ferris.edu

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
  - UCC acts on the proposal

- Yes
  - Proposer will be contacted with list of questions and concerns. If issues warrant, a meeting between the UCC and proposer will be scheduled.

Does it require Academic Senate Action?

- No
  - For Information Only

- Yes
  - Academic Senate signs as support or not support

Does it require Board of Trustees (BOT) &/or MASU approval?

- No
  - Proposal STOPS Here

- Yes
  - Proposal sent to Registrar & MyDegree team to Implement

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.

Program Faculty Representative *

Department &/or School Faculty Representative *

Department/ School Administrator *

College Curriculum Committee *

Dean

Fully signed proposal will be sent to the FSUCurriculum@ferris.edu

Proposal is forwarded to the members of the UCC for their review and placed on the agenda for the next meeting.

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  - Academic Senate signs as support or not support

Does it require Board of Trustees (BOT) &/or MASU approval?

- No
  - Proposal STOPS Here

- Yes
  - Proposal sent to Registrar & MyDegree team to Implement

Academic Affairs Support

Support and Implementation

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.

Proposal Creation

College Support

Senate Support

Academic Affairs Support

Support and Implementation

Curriculum Implemented

* Responds within 10 Days