Online Course Proposal Process Workflow

Standard Process

**Proposer*** creates proposal
*Any permanent classified staff, academic staff, or faculty

**Subject Owner*** review
*Department or Program

**School/College review**

**University Curriculum Committee review**

**Registrar’s Office inputs course to ISIS**
Proposal complete

Review by Other Affected Units

**Crosslisted Subject Owner review**

**Crosslisted School/College Review**
If subject is in a different School/College

**Affected Subject Owner review**
- Issue that will affect a program in another unit
- Potential overlap with another course

**Affected School/College Review**
If subject is in a different School/College

*Approval must be granted by crosslisted & affected units before UCC submits to Registrar’s Office.*

**General Education review**

**L&S review**
For non-L&S courses requesting:
- Liberal Arts and Studies
- L&S breadth