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

- **Divisional-level** review
  - In 2012-13, reviewed by Ad Hoc Interdivisional Curriculum Committee

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

**Review by Other Affected Units**

- **Crosslisted Subject Owner** 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

- **Crosslisted School/College** review
  - If subject is in a different School/College

- **Affected School/College** review
  - If subject is in a different School/College

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

- **General Education** review

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