Start

Faculty Submits CRF(s)

School Assessment Staff
Reviews and comments on CLO and PLO connection

School Review
Reviews course content and programmatic contribution.
For Undergraduate Courses: School CC* or faculty CC
For Graduate Courses: Graduate Group Chair and EPC**

Disapprove

Dean of the School
Reviews and Signs CRF(s)

Approve

Disapprove

Registrar’s Office
Checks CRF(s) for completeness, appropriate approvals, consistency if cross-listed. Verifies preliminary course number is assignable.

Verification Incomplete

Verification Complete

Incomplete

Senate Office
Forwards CRF(s) to corresponding senate committee (GC or UGC)

Senate Committee Review
GC or UGC reviews CRF(s) and returns to Senate Office with approval or need for corrections

GC and/or UG Approve

Senates Office
Updates the CRF system. Notifies approval to the registrar or notifies faculty (or designee) what corrections are needed.

Registrar’s Office
Notifies Graduate Group(s) and School(s) of approval and enters course in Catalog

Conjoined Courses

Conjoined courses are those that are taught concurrently as both an advanced upper division undergraduate and an introductory graduate course. Each course that is conjoined must have its own CRF(s) that indicates the corresponding conjoined course. Details must be provided about hat parts of the course will be shared and how the requirements of Senate Regulation 762 will be met.

Cross-listed Courses
Cross-listed courses must each have its own CRF(s) that indicates the corresponding cross-listed course. Both must have identical course descriptions and prerequisites.

School Review
For Undergraduate Courses: Each School CC or Faculty CC must approve their respective CRF(s).
For Graduate Courses: Each Graduate Group Chair and EPC must approve their respective CRF(s)

Approve

Dean of each School
Reviews and Signs CRF(s)

Approve

Dean of each School or Dean of each School
Reviews and Signs CRF

Approve

Senate Office
Forwards CRF(s) to GC and UGC

Senate Committee Review
GC and UGC reviews CRF(s) and returns to Senate Office with approval or need for corrections

Approve

Relevant Policies:
Graduate Course Approval Policy
Undergraduate Course Approval Policy

*CC refers to Curriculum Committee
**EPC refers to Educational Policy Committee or equivalent

Fig. 1 CRF Unified Workflow Version 2 – 5/16/13