

**BOUVÉ COLLEGE OF HEALTH SCIENCES
UNDEGRADUATE**

Undergraduate Degree Programs Proposal Routing Form

Title of Proposal: _____

Department: _____

Date Prepared: _____

Preparer(s): _____

Name(s) Campus Address E-mail Phone ext.

Degree Proposal Routing:

1. College Curriculum Committee(s)

Date Proposal Received: _____

Recommendation: _____

(Unit Head Notified)

Signature of Curriculum Committee Chair: _____ Date _____

2. School Dean (SON or SOP), or Department Chair (SHP)

Date Proposal Received: _____

Recommendation: _____

Signature of School Dean: _____ Date _____

3. College Dean

Date Proposal Received: _____

Recommendation / Vote: _____

Date Supporting or Nonsupporting Memo forwarded to Vice-Provost: _____

(Memo will describe college budget support, Dean's prioritization of proposal, and other concerns)

Signature of College Dean(s): _____ Date _____

4. Office of the Provost

Director of Academic Fiscal Affairs

Date Proposal Received: _____

(Director will verify internal consistencies of budget)

Recommendation: _____

(Dean and Unit Head notified)

Signature of Director: _____ Date _____

5. Vice-Provost for Undergraduate Education

Date Proposal Received: _____

Recommendation: _____

(Resource allocation and prioritization of program. Dean and unit head notified.

Registrar notified if program does not require U.U.C.C. approval).

Signature of Vice-Provost: _____ Date _____

6. University Undergraduate Curriculum Committee (U.U.C.C.)

Date Proposal Received: _____

Recommendation: _____

(Dean and Unit Head notified. Registrar notified if program does not require Senate approval)

Signature of Chair: _____ Date _____

7. Office of the Provost

Date Proposal Received: _____

Recommendation: _____

(Resource allocation and prioritization of program. U.U.C.C., Provost, Registrar, Dean and Unit Head notified)

Signature of Provost: _____ Date _____

8. Faculty Senate

Action Taken, Date, and Vote: _____

(U.U.C.C., Registrar, Dean and Unit Head notified)

Signature of Chair: _____ Date _____

9. President

Action Taken and Date: _____

(Provost and Board of Trustees notified. Provost notifies Senate, Registrar, U.U.C.C., Dean and Unit Head)

Signature of President: _____ Date _____

10. Board of Trustees (if necessary)

Action Taken and Date: _____

(Board notifies Provost. Provost notifies Senate, U.U.C.C., Dean and Unit Head, Coop, Enrollment Management, Registrar and Library)

Signature of Secretary of Board: _____ Date _____

This form, after signature, should be sent to the next level of approval. At each level of review, signed copies of this form should be sent to the person(s) or area(s) to be notified and to the Vice Provost for Undergraduate Education.

Formal Program Proposals should reach the Office of the Provost for fiscal review (step 4) by January 1 for consideration by the Board of Trustees Academic Affairs Committee in the Spring and by May 1 for consideration in the Fall.

Proposal is considered by the Board Committee if there are substantial changes to existing degree programs or if new degree programs are being proposed.