

New Elective Proposal Process and Timeline

Elective Proposal Submitted by a Faculty

Development Subcommittee of the UME Curriculum Committee Reviews the submission (subcommittee meets on 3rd Wednesdays of every month). You will be asked to attend the meeting via conference call or in-person

If revisions needed, Development Subcommittee will ask you to edit the proposal

If approved, Curriculum & Student Affairs (CASA) Office submits Category III and New Course form to the Provost Office. Deadline to submit: 10 weeks prior to a term start date.

Once approved, CASA creates a course in Banner registration system. Course can be offered once this process is completed.

Development Subcommittee will either recommend or not recommend the proposal to the UME Curriculum Committee

UME Curriculum Committee reviews the proposal and makes the final decision on approval (committee meets on 2nd Thursdays of every month).