Curriculum Workflow for Program Proposals

Phase 1
Program Planning
for new, modified, or discontinued Programs
(This phase takes place outside of CourseLeaf CIM)

School/College Prioritization

Program Research and documents
(Including R401 where necessary)

Phase 2
(This phase takes place in CourseLeaf CIM)

Enter and Submit Program Proposal (with documents attached) and all associated proposals

Step 1:
Curriculum Office verifies that all associated proposals have been submitted

Step 2:
Department Peer Review and Vote

Step 3:
Intercollegiate View and School/College Curriculum Committee Review

Step 4:
Submitter Reviews and Addresses Feedback

Step 5:
School/College Dean Review

Step 6:
Compliance Review

Step 7:
Quality Assurance Review (UCC QA Groups)

Step 8:
UCC Review and Vote

Programs with core modified less than 25%...

- No Additional Approval Steps

Additional Steps for Substantial Modifications to an Existing Program...

- Academic Affairs Council
- Academic Affairs sub-Board of Trustees
- UVU Board of Trustees
- NWCCU

Additional Steps for New Program Proposals...

Note: Advertising and recruiting must not commence until the program is fully approved.

- Academic Affairs Council
- Office of the Commissioner of Higher Education
- Academic Affairs sub-Board of Trustees
- UVU Board of Trustees
- NWCCU

Additional Steps for Program Discontinuance...

- Academic Affairs Council
- Academic Affairs sub-Board of Trustees
- UVU Board of Trustees
- NWCCU

If you have any questions about any of the following steps, refer to "Program Curriculum Process" posted on the Curriculum website or call the Curriculum Office.