UNCG History Department Flow Chart for Course & Curriculum Changes

1. Faculty Member initiates a New Course Proposal, Routine Change to a Course, New Program or any other Curriculum Changes

2. Proposal Submitted as Word Document to Undergraduate or Graduate Committee Chair (as appropriate)

3. Proposal entered in Courseleaf by initiating faculty member only after Undergraduate/Graduate Committee Approval

4. Proposal Viewed & Approved by Curriculum Committee

5. Proposal Viewed and Approved by Department Head

6. Proposal Submitted to College Curriculum Committee

**DEADLINES 2020/21**

- Submit proposals as early as possible to ensure approval for next year’s Catalog!
  - Sept. 8
  - Sept. 25
  - October 2
  - October 5
  - By Oct. 8