

PROCEDURES FOR SUBMITTING AGENDA ITEMS TO THE GRADUATE COMMITTEE (GC)

1. Using the curriculum forms available from the Registrar's Office Homepage - menu item Graduate Committee, the agenda items for each college will be submitted to the UGC Recording Secretary in the Registrar's Office via e-mail by the deadline as established for the Graduate Committee meetings. (See *Meeting Schedule* dates posted online.)
NOTE: All curriculum course and program changes should be effective Fall semester (with the exception of accreditation issues, state mandates, federal mandates, and system mandates.)
2. Each item submitted must have prior approval by the department curriculum committee (if applicable), the TEC executive committee chair (if applicable), the college curriculum committee, and the appropriate dean before being submitted to the Graduate Committee. A hard copy of the signature approval page (with appropriate signatures completed through the Dean's signature) must be completed for each agenda item, with the exception of Selected Topics Announcements. The Approval Signature Forms should be delivered by hand or through campus mail to the GC Recording Secretary in the Graduate Office at least one week prior to the GC meeting date.
3. Once the agenda items have been received by the UGC Recording Secretary, they will be reviewed for accuracy and placed on the Graduate Committee web page (See *Meeting Schedule* dates posted online.)
4. An announcement will be made that the Graduate Committee Agenda is available for review. If there are questions or corrections to any item, these must be directed to the appropriate Dean. The Dean or his/her designee will then notify the GC Recording Secretary of any changes (noting who has made the change) and these changes will be made prior to the meeting date.
5. Following the completion of each meeting, the chair of the Graduate Committee will sign the signature approval page for each item that has been approved. The minutes will be sent to the committee members and approved via email. The minutes will then be placed on the Graduate Committee web page.
6. The Faculty Senate Librarian will be notified that the minutes (available on the web page) have been approved by the Graduate Committee and should be placed on the agenda for the next Faculty Senate meeting.
7. All approved course curriculum items will be keyed into Banner.
8. Upon completion of the above steps, a packet of all approved curriculum items (including the original signature approval pages) will be forwarded to the Provost for approval and signature. This will complete the process.