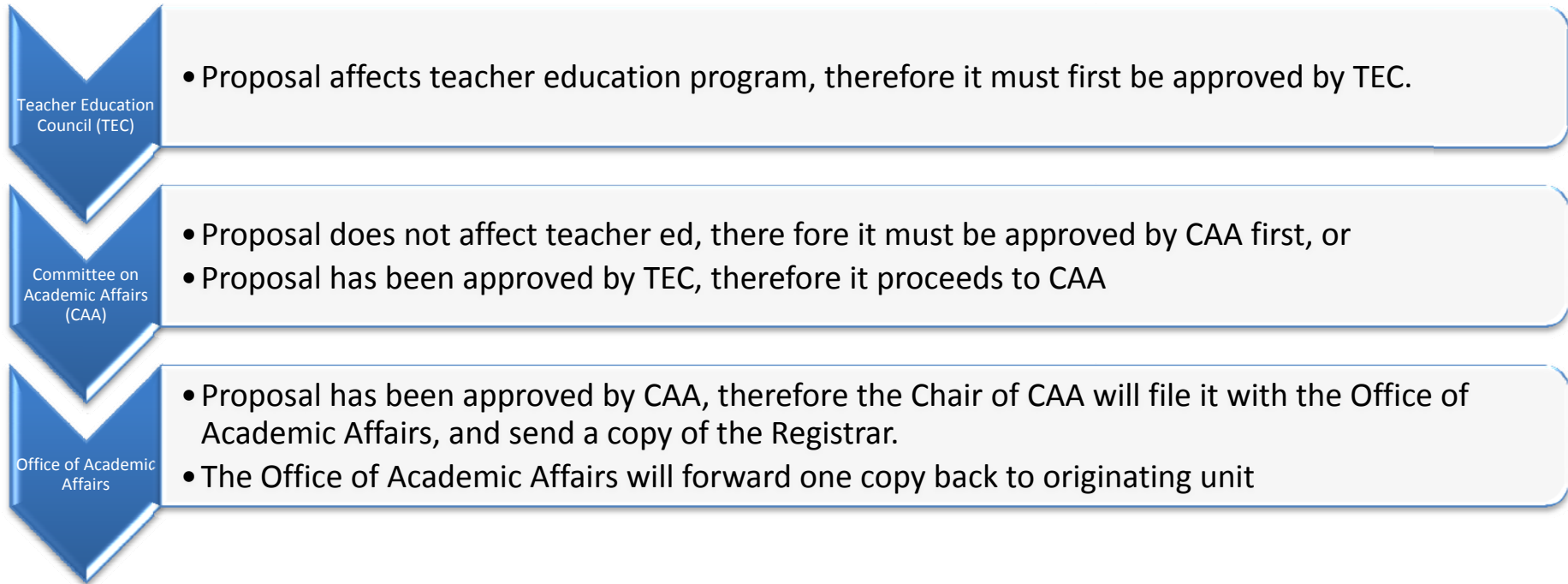


## Academic Proposal Flowcharts

### Undergraduate COURSE Additions, Revisions, and Deletions



## Undergraduate PROGRAM Additions, Revisions, and Deletions

SACS-COC Liaison

- Proposal involves the addition, or deletion of an undergraduate program, therefore it should be reviewed by GSW's SACS-COC Liaison prior to submission to any committee, or
- Proposal involves the conversion of an existing undergraduate program for online delivery, therefore it must be reviewed by GSW's SACS-COC Liaison before committee submission.

TEC

- Proposal affects teacher education program, therefore it must be approved by TEC first.

CAA

- Proposal does not affect teacher ed, therefore it must first be approved by CAA, or
- Proposal has been approved by TEC, therefore it proceeds to CAA

Faculty Senate

- Proposal involves the addition or deletion of an undergraduate program, and has been approved by CAA, therefore it must be forwarded to the Faculty Senate by the chair of CAA.

General Faculty Meeting

- Proposal involves the addition or deletion of an undergraduate program, and has been approved by the Faculty Senate, therefore the approved proposal will be forwarded to the General Faculty by the secretary of the Senate.

Office of Academic Affairs

- Proposal for the addition or deletion of an undergraduate program has been approved by the General Faculty, and therefore the approved proposal will be forwarded to the office of Academic Affairs by the Secretary of the Faculty or
- Proposal involved the revision of an undergraduate program, other than conversion to distance delivery, therefore the approved proposal was forwarded to the office of Academic Affairs by the Chair of CAA, and a copy to the University Registrar
- The Office of Academic Affairs will forward one copy back to originating unit

## Graduate COURSE Additions, Revisions, and Deletions

Teacher Education  
Council (TEC)

- Proposal affects teacher education program, therefore it must first be approved by TEC.

Committee on  
Graduate Affairs  
(CGA)

- Proposal does not affect teacher ed, there fore it must first be approved by CGA, or
- Proposal has been approved by TEC, therefore it proceeds to CGA

Office of Academic  
Affairs

- Proposal has been approved by CGA, therefore the Chair of CGA will file my proposal with the Office of Academic Affairs, and send a copy of the Registrar.
- The Office of Academic Affairs will forward one copy back to originating unit

## Graduate PROGRAM Additions, Revisions, and Deletions

SACS-COC Liaison

- Proposal involves the addition, or deletion of a graduate program, therefore it should be reviewed by GSW's SACS-COC Liaison prior to submission to any committee, or
- proposal involves the revision of a graduate program for online delivery, therefore it must be reviewed by GSW's SACS-COC Liaison before committee submission.

TEC

- Proposal affects teacher education program, therefore it must first be approved by TEC.

CGA

- Proposal does not affect teacher ed, therefore it must first be approved by CGA, or
- Proposal has been approved by TEC, therefore it proceeds to CGA

Faculty Senate

- Proposal involves the addition or deletion of a graduate program, and has been approved by CGA, therefore the approved proposal will be forwarded to the Faculty Senate by the chair of CGA.

General Faculty Meeting

- Proposal involves the addition or deletion of a graduate program, and has been approved by the Faculty Senate, therefore the approved proposal will be forwarded to the General Faculty by the secretary of the Senate.

Office of Academic Affairs

- Proposal for the addition or deletion of a graduate program has been approved by the General Faculty, and therefore the approved proposal will be forwarded to the office of Academic Affairs by the Secretary of the Faculty or
- Proposal involved the revision of a graduate program, other than conversion to distance delivery, therefore the approved proposal was forwarded to the office of Academic Affairs by the Chair of CGA, and a copy to the University Registrar
- The Office of Academic Affairs will forward one copy back to originating unit