1. An academic Department requesting to add a new course, or change an existing course, to the Academic catalog must submit a written request to the Undergraduate Policy Committee (UPC) or the Graduate Academic Policy Committee (GPAC) of the Faculty Senate for approval. Courses that are to be cross-listed at both the undergraduate and graduate level require submission to both UPC and GPAC for approval. These requests are submitted electronically via the forms available through the Registrar’s web site.
   a. Undergraduate Add/Change form
   b. Graduate Add/Change form

2. The UPC or GPAC shall approve courses to convey credit hours in accordance with the policies and practices described graduate and undergraduate catalogs:
   a. Credit Hour Definition: Undergraduate Graduate
   b. Application of Credit Hour Policy

3. Once the course is approved at the departmental level, the change form is signed electronically by the Department Chair or Curriculum Coordinator and then forwarded, along with a copy of the course syllabus, to the Undergraduate or Graduate Curriculum Committee of the respective college for approval.

4. If approved by the College Curriculum Committee, the proposed addition/change is forwarded to the College Dean for approval.

5. If approved by the College Dean, the proposed addition/changed is forwarded to UPC and/or GPAC for approval.

6. If approved by UPC and/or GPAC, the addition/change will be forwarded to the Registrar who will make the necessary changes in SiS and in the appropriate academic catalogues with notification to all interested parties.