

## **Steps for submitting proposals for new courses and changes to checksheets**

1. Course/checksheet changes start with the departmental committee. Committee chair sets dates of meetings.
2. College SPA (Student Policies and Affairs) committee is the next step. Committee chair sets dates of meetings.
3. Cover sheets, signatures and supporting documentation are secured. For forms and information, go to [http://www.registrar.vt.edu/forms/faculty\\_staff\\_forms.php](http://www.registrar.vt.edu/forms/faculty_staff_forms.php) and [http://www.registrar.vt.edu/faculty\\_staff/course\\_approval.php](http://www.registrar.vt.edu/faculty_staff/course_approval.php).
4. Approved graduate-level courses with completed coversheet and necessary supporting materials go to Arlice Banks for sending on 15-day review and to the Graduate Curricula Committee (GCC). Approved undergraduate-level courses with completed coversheet and necessary supporting documentation are sent to Cathy Barker for sending on 15-day review and to Committee on Undergraduate Curricula (CUC). Undergraduate courses seeking approval for graduate credit must be approved through both CUC and GCC.
5. During this 15-day review, suggestions and comments on the proposal(s) may be directed to the initiating departmental contact. These comments will also be sent to the Registrar. If not addressed at 15-day review, the course will not be approved later.
6. Following approval by CUC and/or GCC, final approval is granted by either the Commission on Undergraduate Studies and Policies (CUSP) or the Commission on Graduate Studies and Policies (CGSP). Remember: Undergraduate courses seeking approval for graduate credit must be approved through both CUSP and CGSP.
7. Checksheets and new courses submitted after Feb. 1 will probably not get through the system in time to be placed on the CUC or GCC agenda. There are no CUS, CUSP, GCC or CGSP meetings in the summer.

For dates of CUC and CUSP:

[http://www.registrar.vt.edu/faculty\\_staff/governance\\_meeting\\_dates.php](http://www.registrar.vt.edu/faculty_staff/governance_meeting_dates.php).

For dates of GCC and CGSP, see additional documents (GCC0708.doc and CGS0708.doc).