**FLOW CHART for ALL COURSE and PROGRAMMATIC**

**CHANGES REGARDING GRADUATE PROGRAMS (Masters CAS, and Certificates Only)**

**STEP #1:** Meet with colleagues within your program to discuss course or programmatic changes. Fill out the appropriate proposal forms found at the Graduate Curriculum Committee webpage (https://umaine.edu/graduate/facultystaff-resources/curriculum-committee/)

**STEP #5:** The Chair of the CCC forwards the proposal to the Graduate School Curriculum Committee for approval.approval

The Associate Dean for Graduate Studies shares the proposal with GAC Graduate Affairs Committee (GAC) as an FYI.

Return to Step #1 for more discussion, changes, edits, additions…

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**YES**

**NO**

Approved and signed by Deans?

**STEP #4:** The CCC forwards the proposal to the Dean’s Office for approval and signature by Associate Dean for Graduate Studies and Dean

**YES**

Approved by School Faculty and signed by the School Director?

**STEP #2:** Send the proposal to your School Director for approval. The School Director will present the proposal to the School Faculty

for approval and the Director’s signature.

**NO**

**NO**

Approved and signed by CCC?

**STEP #3:** The School Director forwards the proposal to the College Curriculum Committee (CCC) for approval and signature

**YES**