



# MUMA CURRICULUM/COURSE PROPOSAL APPROVAL FORM

UNIVERSITY OF SOUTH FLORIDA

<b>Check Purpose of the Approval Request</b>	<input type="checkbox"/> Change to Curriculum <input type="checkbox"/> New/Change Course Proposal
<b>Name of Major and Degree</b> (e.g. Supply chain BS):	
<b>Curriculum Code:</b>	
<b>Course Proposal Prefix, # and Name (if applicable):</b>	
<b>CIP Code</b>	
<b>Originator Name (Faculty):</b>	
<b>Originator Email:</b>	
<b>Originator School:</b>	
<b>If this is a degree change, are course proposals required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, have they approved yet?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Requested Curriculum Action(s) - Select all that apply:</b>	
<input type="checkbox"/> Change Priority Admission Deadlines <input type="checkbox"/> Change major - narrative, admission, curriculum requirements <input type="checkbox"/> Change major – and add a new concentration(s) <input type="checkbox"/> Change major – and terminate a concentration(s)  <input type="checkbox"/> Create a New Major Under an existing CIP* <input type="checkbox"/> Create a New Degree Type for an existing Major (e.g. M.S. vs. B.S.) <input type="checkbox"/> Create a New Certificate under existing CIP* <input type="checkbox"/> Terminate a Major  <input type="checkbox"/> Create a New Degree Program <input type="checkbox"/> Terminate a Degree Program <input type="checkbox"/> Other: _____  <input type="checkbox"/> New Course Proposal <input type="checkbox"/> Change an Existing Course	

**Concurrency (please select one)**

- Not Applicable – I confirm that this action does not impact or is not offered by other departments/colleges, so no concurrency is needed.
- Applicable - I confirm that I have researched potential concurrency issues at USF and have notified relevant departments/colleges of this proposed curriculum/course action – please have the appropriate concurrency form (Undergraduate [<http://ugs.usf.edu/pdf/curriculog/concurrency-agreement-curricula.pdf>] or [Graduate Curriculum Concurrency Form](#)) signed and upload it to the proposal in Curriculog.

**Has Graduate Studies “cleared” the proposal in Curriculog?**  yes  no\*

*\*Proposed curriculum should be submitted to OGS for a compliance pre-check through Curriculog prior to moving forward for department approval. It is not required to do this before receiving department approval, but this could help save faculty time with the review process if the curriculum requires changes for compliance.*

APPROVALS	Name	Signature	Action	Date
Originator			Requests Approval	
School Director (affirms School faculty vote approval)			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	

*Once the Department has approved the request, the Originator scans and uploads this Approval Form to Curriculog and submits it, along with the previously uploaded Catalog Copy in Word, to the College.*

COLLEGE APPROVALS	Name	Signature	Action	Date
College Committee Chair			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
College Dean or Associate Dean			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	

For graduate assistance contact: [cdh@usf.edu](mailto:cdh@usf.edu)  
 For undergraduate assistance contact: [UGS-DOCurriculum@usf.edu](mailto:UGS-DOCurriculum@usf.edu)