Faculty Submits CRF(s)

School Assessment Staff
Reviews and comments on
CLO and PLO connection

School Review
Reviews course content and
programmatic contribution.
For Undergraduate Courses: School CC* or
faculty CC
For Graduate Courses: Graduate Group Chair
and/or EPC**

Dean of the School
Reviews and Signs CRF(s)

School Review
For Undergraduate Courses: Each
School CC or Faculty CC must approve
their respective CRF(s).
For Graduate Courses: Each Graduate
Group Chair and/or EPC must approve
their respective CRF(s)

Dean of each School
Reviews and Signs CRF(s)

Cross-listed courses must each have
its own CRF(s) that indicates the
Corresponding cross-listed course.
Both must have identical course
descriptions and prerequisites.

Registrar’s Office
Checks CRF(s) for completeness,
appropriate approvals, consistency if
cross-listed. Verifies preliminary
course number is assignable.

Verification Complete

Senate Committee Review
GC and/or UGC reviews CRF(s) and
updates CRF system with approval or
need for corrections.

GC and/or UG Approve

Registrar’s Office
Notifies Graduate Group(s) and
School(s) of approval and enters
course in Catalog

End

Cross-listed Courses

Conjoined courses are those that are taught
concurrently as both an advanced upper
division undergraduate and an introductory
graduate course. Each course that is conjoined
must have its own CRF(s) that indicates the
Corresponding conjoined course. Details must
be provided about how parts of the degree will
be shared and how the requirements of Senate
Regulation 762 will be met.

School Review
School CC or Faculty CC
Graduate Group Chair
and/or EPC must approve
their respective CRF(s).

School Review
School CC or Faculty CC*
and Graduate Group Chair
and/or EPC must approve
their respective CRF(s).

Approval

School Review
Each Graduate
Group Chair and/or EPC must approve
their respective CRF(s).

Approve

Verified

Conjoined courses must be
verified and ready to proceed to the
Registrar

Conjoined Courses

Relevant Policies:
Graduate Course Approval Policy
Undergraduate Course Approval Policy

*CC refers to Curriculum Committee
**EPC refers to Educational Policy Committee or equivalent

CRF Unified Workflow Version 4 – 6/17/13