1. USP form(s) originate in departments

2. Department sends to Registrar for signature

3. Registrar sends back to Department

4. Department to Curriculum Committee or Dean

5. Dean's Office sends to Provost's Office

6. Provost's Office logs incoming form(s) forwards originals(s) to USP

7. USP for preliminary review (SLOs, ePortfolio, complete syllabus, et cetera)

8a. If okay form(s) goes to April for USP Committee Agenda/Meeting

8b. If NOT okay USP sends form back/retrieves information from department/faculty revises form(s) and gives original to April

9a. If okay USP Committee chair signs original

9b. If NOT okay with USP Committee they take original(s) back for revision then back to April for additional committee review

10a. (Stay with April) Course Titles agenized for Faculty Senate Meeting

10b. If NOT okay with Faculty Senate, form(s) back to USP to communicate to department

11. If form(s) okay Provost Office signs, logs, scans, distributes and files electronically and hard copy

12. Provost Office adds to master list of Approved USP Courses