**Committee on Educational Policy (CEP) & Graduate Council (GC)**

**Process for Review of Combined Undergraduate and Graduate Degree Programs**

1. Proposed curriculum changes to combined undergraduate and graduate degree programs must be submitted in the undergraduate program change format as the program change is published in the Division Meeting Agenda. The format can be found in CEP's Guidelines for Proposed Changes to Undergraduate Programs. A word template for the program changes is available upon request. Please note that the proposed document must be submitted as a Word document.

2. The proposed changes require the School/College Faculty Executive Committee (FEC) approval before submission to the CEP and GC Analysts for the respective Committee and Council's review. **For consideration of approval and inclusion in the next academic year's catalog, FEC approved program changes must be submitted to the Senate by no later than March 1.**

3. Once the proposed change is submitted, CEP and GC will review the proposed change simultaneously.

4. If either CEP or GC have concerns with the proposed change, it will be returned to the College/School FEC for revision. Once resubmitted, CEP and GC will simultaneously review the revised change.

5. If CEP and GC are supportive of the proposed change, it will be saved for consideration of final approval at the next Senate Division Meeting on the meeting agenda's consent calendar.

6. The outcome of the program change's final review at the Division Meeting will be reported by the CEP Analyst to the College/School FEC Liaison. If approved, the CEP Analyst will send the approved curriculum to the producers of the catalog for inclusion in the next catalog copy.