

Approval History Form

The *Approval History Form* must accompany all curriculum proposals originating from the academic departments; approved by the University Curriculum Committee; vetted by Academic Affairs; and approved by the Academic Council and the Vice President for Academic Affairs. Attached this form to the end of the proposal. **Use BLUE ink for signatures***

STEP 1: ACADEMIC DEPARTMENT ACTION

Signatures of Department Committee Members	Date:
Signature of Department Head	Date:
Signature of Dean	Date:

Both the paper document and electronic copy are forwarded to the University Curriculum Committee with this Approval History Form.

STEP 2: UNIVERSITY CURRICULUM COMMITTEE ACTION

Tracking Number	Date:
Signature of Chair and Forwarded to Office of Academic Affairs	Date:

The tracking number is placed as a header in the upper right corner of the proposal by the University Curriculum Committee. In the event of revisions by the Curriculum Committee, *the revised paper document* is forwarded to the Office of Academic Affairs with this Approval History Form. The revised electronic copy is posted on the "N" drive.

STEP 3: OFFICE OF ACADEMIC AFFAIRS ACTION

Updated on Shared Drive "N"	Date:
Signature:	Date:

In the event of further revisions, the *revised paper document* is forwarded to the Academic Council with this Approval History Form and a revised electronic copy is posted on the "N" drive.

STEP 4: ACADEMIC COUNCIL ACTION

<input type="checkbox"/> Approved <input type="checkbox"/> Tabled Comments:	Date: Date: Date:
Signature of Vice President for Academic Affairs	Date:

***Signature indicates approval.**