

CONCORDIA UNIVERSITY WISCONSIN

COURSE NUMBER / NAME _____

COURSE APPROVAL COVER SHEET for NEW SYLLABI

Syllabi submitted for review should follow the steps outlined in the Undergraduate Course Syllabus Approval Process policy (January 2003).

1. INITIATOR submits syllabus to
2. DEPARTMENT – When the syllabus has been approved by the Department, it goes to the
3. DEAN – When the syllabus has been approved by the Dean, it goes to the
4. CURRICULUM COMMITTEE – When the syllabus has been approved by the Curriculum Committee, it goes to the
5. PLENARY FACULTY – When the syllabus has been approved by the Plenary Faculty, a copy of it is filed in the Academic Office AND in its respective School.

The various persons whose signatures are required as part of the approval procedure should affix their signatures **ONLY** when they have fulfilled their responsibilities as outlined in the Syllabus Approval Process. (See the Faculty Handbook for the complete text of the policy.)

INITIATOR/REVISOR The attached document complies with prescribed standards of the university.
Date _____

DEPART./PROGRAM CHAIR The Department has determined that the attached document complies with the prescribed standards of the university.
Date _____

DEAN The Dean has determined that the attached document complies with the prescribed standards of the university.
Date _____

CURRICULUM COMMITTEE CHAIR The Curriculum Committee determined that the attached document complies with the prescribed Standards of the university.
Date _____

CHAIR OF THE FACULTY The Plenary Faculty has approved the attached document.
Date _____

ACADEMIC OFFICE The Academic Office has received and filed the the attached document and has sent a copy to the Dean.
Date _____