

# CONCORDIA UNIVERSITY WISCONSIN

COURSE NUMBER / NAME \_\_\_\_\_

## **COURSE APPROVAL COVER SHEET for SYLLABI APPROVED PRIOR TO 1998**

Syllabi submitted for approval 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, one copy of the syllabus will be filed in the Academic Office and another copy of the syllabus will be sent to the Dean, who will file it with the 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 reviewed the attached document and has determined that it complies with the prescribed standards of the university.

Date \_\_\_\_\_

\_\_\_\_\_  
 DEAN                                        The Dean has reviewed the attached document has determined that it complies with the prescribed standards of the university.

Date \_\_\_\_\_

\_\_\_\_\_  
 CURRICULUM COMMITTEE CHAIR        The Curriculum Committee has reviewed and approved the attached document.

Date \_\_\_\_\_

\_\_\_\_\_  
 ACADEMIC OFFICE                        The Academic Office has received and filed the attached document.

Date \_\_\_\_\_