

Flow Chart for new LEP

Complete

- 1) [Proposal forms](#) for:
 - New Courses
 - Revised Courses
 - Revised Proposals
- 2) Tier I or Tier II form



Department Curriculum Committee reviews and approves proposal and sends one electronic copy each to UCF Office and hard copy of one signed signature page to UCF. UCF office logs in the proposal and forwards it to the appropriate [School Curriculum Committee](#) only after receiving the hard copy of the signature sheet.



After approval by SCC, SCC Chair sends proposal with any revisions back to UCF Office for logging and distribution to NMC.



After approval by NMC, NMC Chair presents motion to approve proposal at UCF Meeting.



After approval, UCF sends proposals to Academic Vice-President (AVP) or designee and to UWIC for LEP approval.



UWIC sends proposal to UCF general body after approval.



After approval, UCF sends proposals to Academic Vice-President (AVP) or designee for LEP approval.



After AVP approval, proposal is returned to UCF and distributed to appropriate parties on campus.