

## New Proposal Submission Process

We request that all faculty submit New Proposals via email. Proposals will then be circulated and approved via e-mail. For all steps, please make sure to use your **St. Olaf e-mail account (required)**. The act of forwarding the message to the next person represents your approval of the proposal and carries the authority of a signature.

If any approver has comments about the proposal, they should be stated in the e-mail. If there are concerns serious enough to warrant revision of the proposal, the proposer should be informed and may need to recirculate the proposal after making the changes.

**IMPORTANT!** Please copy Kathy Granquist (“granquik”) on each e-mail as it is forwarded, so she can track the progress of all proposals.

1. **The proposer** will send his/her department chair an e-mail from his/her St. Olaf e-mail account (be sure to copy “granquik”). This e-mail will have all of the required course proposal documents attached. The St. Olaf e-mail will carry the authority of the proposer’s signature.
2. **The department chair/program director** will review the materials and will either (a) contact the proposer with suggestions for changes or (b) approve the proposal by forwarding via St. Olaf e-mail all materials to the appropriate Associate Dean. The e-mail will carry the authority of the chair’s/director’s signature.
3. The **Associate Dean** will forward the materials via St. Olaf e-mail to Kathy Granquist in the Registrar’s Office, who will pass them along to the Registrar for final review, and log them into the SIS. The e-mail will carry the authority of the Associate Dean’s signature.
4. **Kathy** forwards the proposals to the appropriate **Curriculum Committee subcommittee** for consideration and eventual preparation of a faculty resolution, if necessary.
5. The New Proposals Subcommittee chair drafts a faculty resolution that includes the courses that the subcommittee has approved and, therefore, needs to be brought before the full Curriculum Committee for consideration/approval at their next regularly scheduled meeting.
6. The New Proposals Subcommittee chair prepares a final resolution to be brought before the faculty for approval at the next regularly scheduled faculty meeting.