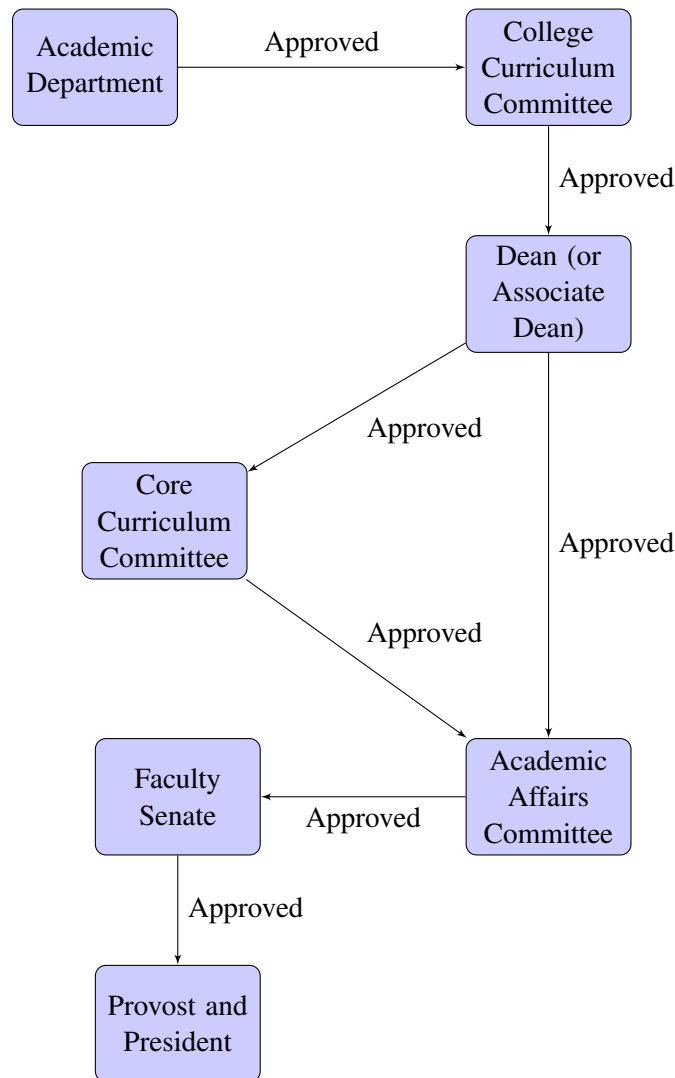# Coastal Carolina University
Academic Affairs
Course and Program Addition/Change Work-flow

Remarks: Below is list of items to consider when submitting a form.

1. The above work-flow is valid for any of the Forms A through E.

2. If a proposal is rejected (or denied) at any level, the proposal automatically goes back to the proposer, i.e., the proposal has to go through the approval process starting at the departmental level.

3. Courses and/or programs which are to be included in the core curriculum go to the Core Curriculum Committee once approved by the Dean.

4. Once Faculty Senate approves a course/program it is added to an Administrative Action.

5. Once the President and Provost approve a particular adminstrative action the proposal for the course/program is archived at `http://www.coastal.edu/forms/provost/academic/overview/archive.php`