The Graduate Curriculum Proposal submission and approval process will no longer be hand routed/delivered. The submission and approval process is now online and the process will begin with the Department Chairperson. In addition, the department chairperson will be able to check where a specific graduate curriculum proposal is in the process. If at any time in the process a proposal is disapproved, comments will be sent back to the chairperson. After revisions are made, the Chairperson will need to re-submit the proposal via workflow.

**The routing process is as follows:**

1. **Author or Dept/Area Committee** will submit Graduate Curriculum Proposals to the Department Chair for review and consideration.

2. **Department Chairperson**
   Department Chairperson will complete an online form and upload the document(s) via the Graduate Curriculum Proposal Routing Workflow. For tracking purposes, please do not upload more than one proposal at a time (one proposal per submission).

   By uploading the document(s), the chairperson approves the proposal.

   Direct link to the workflow: https://workflow.tamuk.edu:7778/wfprod/logon.jsp (login with your TAMUK credentials)

3. **College Committee Chairperson**
   - Approve
   - Disapprove (Must provide Comments)

4. **College Dean**
   - Approve
   - Disapprove (Must provide Comments)

5. **Graduate Council (Graduate Curriculum Committee Chair)**
   - Approve
   - Disapprove (Must provide Comments)

6. **Graduate Dean**
   - Approve
   - Disapprove (Must provide Comments)

7. **Provost**
   - Approve
   - Disapprove (Must provide Comments)

8. **Registrar**
   - Approve (Complete and post in Banner)
   - Disapprove (Must provide Comments)

**NOTE:** Our iTech contact regarding technical assistance for this workflow is Mr. Mario Munoz. Mario.Munoz@tamuk.edu ext. 4923