



## Required Signatures and Routing of the Course Update Forms

Which **signatures** are required on the Course Update Form depends upon the College/School. The **routing** of the form also depends on the College/School.

### Course Update Forms for **Graduate Courses**

These forms must be **signed by** the following in this order:

- Proposer
- Graduate Program Head (College of Arts and Sciences; School of Education)
- Coordinator (School of Business, only)
- School Curriculum Committee (School of Business, only)
- Dean
- Chair, Graduate Council
- Assistant Vice President for Graduate Studies
- Vice President for Academic Affairs

However, the **routing** of the form for tracking purposes is in the following order:

- Proposer
- Graduate Program Head (College of Arts and Sciences; School of Education)
- Coordinator (School of Business, only)
- Dean's Office to log in (Associate Dean, School of Education, only)
- School Curriculum Committee (School of Business, only)
- Dean
- Graduate Studies Office to log in
- Chair, Graduate Council
- Assistant Vice President for Graduate Studies
- Vice President for Academic Affairs
- Registrar, Dean, and Assistant Vice President for Graduate Studies