Course Requisition (CR) Process
Department of Electrical and Computer Engineering
02/04/21, V1.

- Undergraduate level courses approval process for a new EC400
  a. Undergrad committee → ECE Faculty meeting
  b. **The faculty is informed, no vote required**
  c. After approval, the course goes to the scheduling committee to get on the schedule

- Undergraduate level courses (EC3XX and EC4XX) approval process (Previously offered EC400 courses to have a course number assigned)
  a. Undergrad committee → ECE faculty → Ugrad College Committee
  b. Add to the University Bulletin Course Inventory per Bulletin deadlines in March through April. A new AY bulletin launches in June, 1

- Graduate level courses approval process for a new EC500 or EC700
  a. EC500: MS Committee → PhD Committee → ECE Faculty meeting
  b. EC700: PhD Committee → MS Committee → ECE Faculty meeting
  c. **The faculty is informed, no vote required**
  d. After approval, the course goes to the scheduling committee to get on the schedule

- Graduate level courses approval process for EC5XX or EC7XX (Previously offered EC500 and EC700 courses to have a course number assigned)
  a. EC500 level: MS Committee → PhD Committee → ECE Faculty meeting → Graduate Committee
  b. EC700 level: PhD Committee → MS Committee → ECE Faculty meeting → Graduate Committee
  c. The CR goes through an **approval** process in each of the program committees
  d. The Research Area Coordinator suggest the course number based on the current inventory
  e. Add to the University Bulletin Course Inventory per Bulletin deadlines in March through April. A new AY bulletin launches in June, 1

- Cross-listing process within the COE (provided by GPO)
  a. Course Instructor → COE Graduate Committee
  b. Course instructor or instructor set are informed of the COE decision or they could be informed or share their input on cross-listing before a COE approval

- Cross-listing process with the outside the COE (e.g., CAS CS)
  a. Course instructor → UG, or MS and Ph.D. Committee approval→ Chairs and Associate Chairs of the both departments share feedback and confirm the decision to the respective administrators.
Notes:

- Area coordinators, faculty, and the scheduling committee review the course inventory on a regular basis to examine any courses to be retired. Once the course is "retired," Scheduling committee administrator (Molly Clark) keeps the retired course list on file for a consistent record.
- Program administrators create and manage the CR log for respective (Ugrad -400/ MS-500/ PhD-700 level) courses