EMAIL SUBMISSION PROCESS

1. Please prepare a single PDF containing all documentation related to each proposal you are submitting through the curriculum approval process. (For example: If you have a cover page and a course outline, those two documents should be combined into a single PDF.)

2. Specific email boxes have been set up to assist in managing the flow of documents through the CT State curriculum approval process. Please use the appropriate email box depending on the stage of the approval process in which you are submitting materials.

   If you are a:

   A. **Statewide Discipline Counsel (SDC) Chair or designee** submitting a draft proposal ready for public feedback from the CT State community:

      Please email your final draft proposals to: **CO-SDCReviewProposals@ct.edu**

   B. **Statewide Discipline Counsel (SDC) Chair or designee** with <u>final SDC-approved aligned proposals</u> ready for submission to a School Area Curriculum Committee (SACC):

      Please email your aligned proposals to the appropriate SACC as follows:

      SACC - School of Arts and Humanities: **CO-SACC-ArtsHuman@ct.edu**

      SACC - School of Business & Hospitality: **CO-SACC-BusHosp@ct.edu**

      SACC - School of Engineering & Technology: **CO-SACC-EnginTech@ct.edu**

      SACC - School of Nursing & Health Careers: **CO-SACC-NursHealth@ct.edu**

      SACC - School of Science & Mathematics: **CO-SACC-SciMath@ct.edu**

      SACC - School of Social & Behavioral Sciences: **CO-SACC-SocBehav@ct.edu**

   C. **School Area Curriculum Committee (SACC) Chair or designee** with <u>final SACC-approved proposals</u> ready for submission to Curriculum Congress:

      Please email your approved proposals to: **CO-CurriculumCongress@ct.edu**

   D. **Curriculum Congress Chair or designee** with <u>final Curriculum Congress-approved proposals</u> ready for submission to the Office of the CT State Provost to complete the CT State approval process and/or advance the proposals forward through the CSCU BOR approval process:

      Please email your final approved proposals to: Kathleen Czarnota, Executive Assistant to the CT State Provost
      kczarnota@commnet.edu

PDF NAMING CONFIGURATIONS

Each Statewide Discipline Council (SDC) should use the following formats when initially naming their proposal PDF files. (Please do not leave any spaces in the name of each document.) ==Once a proposal has been named during the initial SDC-review stage, the School Area Curriculum Committees (SACCs) and Curriculum Congress should continue to utilize the original PDF file name for the proposal throughout all stages of the CT State curriculum approval process.==

For Courses:

<div align="center">

Course Number-Action

</div>

For example:	ART123-LEGACY	EDUC1234-NEW
	DANC1234-Discontinuation	PTA1234-Modification

For Degrees or Certificates:

Degree   Abbreviation-Action

For example: DATX-CC-AUD-Modification
                DANC-AA-Modification

For AP or CLEP Exams:

Course Number-Action Topic

For example: CIS1002-AP-ExamProposal
                CIS1141-CLEP-ExamProposal

For Miscellaneous Items:

Course/Degree Abbreviation-Action Topic

For example: PTA-AS-CommonProgramElectives

Please note: If in doubt, please name the PDF file as you deem appropriate, and CT State Academic Affairs will amend the title for you if needed.