
Notify Angela Dixon (Interim Manager of Instructional Services) when CRF is ready for review/processing at adixon2@ucmerced.edu. Automatic notifications are not sent via the CRF site.

Angela Dixon will review CRF for administrative errors, and will forward the CRF to Penny Paxton (Manager of Student & Program Assessment) for assessment review.

Bylaw Unit Chair notifies Angela Dixon of approval of CRF prior to the September 1st and February 1st deadlines.

Once CRF has been reviewed/approved by Penny, then Angela Dixon will notify the appropriate Bylaw Unit Chair for approval.

Angela Dixon moves CRF forward to the SSHA Curriculum Committee for approval.

SSHA Curriculum Committee approves CRF and moves to SSHA Dean designee for approval, then to the Office of the Registrar for review.

Office of the Registrar moves CRF to Undergraduate Council (UGC) for approval.

Once CRF approved by UGC, CRF is implemented by the Office of Registrar and Angela Dixon will notify author of approval of CRF.

Note the following SSHA Curriculum Committee CRF Deadlines: September 1st for all undergraduate CRFs (new and revised) effective the following Spring and Summer terms and February 1st for all undergraduate CRFs (new and revised) effective the following Fall term.