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

Megan Topete will review CRF for administrative errors, and will forward the CRF to Stephan Bera (Manager of Student & Program Assessment) for assessment review.

Once CRF has been reviewed/approved by Stephan then Megan Topete will notify the appropriate Bylaw Unit Chair for approval.

NOTE: Please use this CRF Flow Chart for CRFs effective through Fall 2018. For more information visit: http://senate.ucmerced.edu/curriculuminfo

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

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

Megan Topete moves CRF forward to the SSHA Curriculum Committee for approval.

SSHA Curriculum Committee approves CRF and moves to SSHA Dean designee for approval, then 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 Megan Topete will notify author of approval of CRF.

Updated 09/26/2017