

DETERMINING THE LOCATION OF A COURSE PROPOSAL

To determine the location of a course proposal, do the following:

1. Enter the Course Request and Maintenance System (CRAMS) and go to the Search Existing Courses page.
 - A. Set the Course Tracking field to <list> and search for the course.
 - B. When the search results appear the course will be highlighted in **RED**, note the entry in the Tracking column for the appropriate version of the course proposal.
2. Refer to the chart below.
 - A. Find the entry in the Tracking column in the chart that matches the entry in the Tracking column in CRAMS.
 - B. Look in the appropriate column to the right (on the same line). The entry there is the location of the course proposal. Note that course proposals that are "Waiting" mean the course is a **cross-listed course** and is waiting for cross listed partner(s) department approval (the course is in the **cross-listed** partner(s) department queue).

Examples:

- If the entry in the Tracking column is Reviewed and the course is ANTH 150, the College Executive Committee has the course proposal.
- If the entry in the Tracking column is Graduate Approved – Waiting and the course is CMDB 220, the course proposal is "waiting" for BIEN 220 to be approved by Graduate Council and Graduate Division Dean before it goes into the Committee on Courses WIPO.

TRACKING	LOCATION BY SUBJECT AREA AND COURSE NUMBER				
	BMSC, BSAD, BUS, and EDUC 001-199	BMSC, EDUC, and MGT 200-499	All Other 001-199	All Other 200-299	All Other 300-499
Saved - (NEW; CHANGED; DELETED)	Preparers WIPO	Preparers WIPO	Preparers WIPO	Preparers WIPO	Preparers WIPO
Returned- (NEW; CHANGED; DELETED)					
Submitted – Waiting (NEW; CHANGED; DELETED)	CROSS-LISTED COURSE Waiting for CROSS_LISTED partner(s)	CROSS-LISTED COURSE Waiting for CROSS-LISTED partner(s)	CROSS-LISTED COURSE Waiting for CROSS-LISTED partner(s)	CROSS-LISTED COURSE Waiting for CROSS-LISTED partner(s)	CROSS-LISTED COURSE Waiting for CROSS-LISTED partner(s)
Submitted- (NEW;CHANGED; DELETED)	Courses Specialist WIPO	Courses Specialist WIPO	Courses Specialist WIPO	Courses Specialist WIPO	Courses Specialist WIPO
Reviewed – Waiting (NEW; CHANGED; DELETED)	CROSS-LISTED COURSE Waiting for CROSS-LISTED course(s) to be reviewed	CROSS-LISTED COURSE Waiting for CROSS-LISTED course(s) to be reviewed	CROSS-LISTED COURSE Waiting for CROSS-LISTED course(s) to be reviewed	CROSS-LISTED COURSE Waiting for CROSS-LISTED course(s) to be reviewed	CROSS-LISTED COURSE Waiting for CROSS-LISTED course(s) to be reviewed
Reviewed – (NEW; CHANGED; DELETED)			College Executive Committee(s) ^a WIPO(s)	College Dean WIPO	College Executive Committee WIPO
College Approved – Waiting (NEW; CHANGED; DELETED)			CROSS-LISTED COURSE Waiting for College to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for College(s) to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for College to approve CROSS-LISTED course(s)
College Approved – (NEW; CHANGED; DELETED)	Committee on Courses WIPO	Graduate Council and Graduate Division Dean WIPO	Committee on Courses WIPO	Graduate Council and Graduate Division Dean WIPO	Graduate Council and Graduate Division Dean WIPO
Graduate Approved – Waiting (NEW; CHANGED; DELETED)		CROSS-LISTED COURSE Waiting for Grad to approve CROSS-LISTED course(s)		CROSS-LISTED COURSE Waiting for Grad to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for Grad to approve CROSS-LISTED course(s)
Graduate Approved – (NEW; CHANGED; DELETED)		Committee on Courses WIPO		Committee on Courses WIPO	Committee on Courses WIPO
Courses Committee Approved – Waiting (NEW; CHANGED; DELETED)	CROSS-LISTED COURSE Waiting for Committee to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for Committee to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for Committee to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for Committee to approve CROSS-LISTED course(s)	CROSS-LISTED COURSE Waiting for Committee to approve CROSS-LISTED course(s)
Approved – (NEW; CHANGED; DELETED)	Proposal Approved	Proposal Approved	Proposal Approved	Proposal Approved	Proposal Approved

^aBiomedical Sciences, Business Administration, and Education courses offered under the HNPG subject area do not go to a College Executive Committee for approval.

Key to abbreviations:

BMSC – Biomedical Sciences

BSAD – Business Administration

BUS – Business Administration

EDUC – Education

HNPG – Honors Program

MGT – Management

WIPQ – Work in Process Queue

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