To use the Electronic curriculum change process, **all** participants must be assigned the appropriate Banner Workflow roles. Please fill out the table below and forward it to oit-workflow@wmich.edu.

**College Curriculum Committee Chair**

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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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**College Web Manager**

Note: This person should be the college web manager or person designated for posting curriculum changes. They will receive an e-mail for each change that is routed to the college curriculum committee chair. The e-mail will include the text of the change along with all attachments.

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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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**Department Chairs**

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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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**Department Curriculum Committee Chairs**

Note: In the paper process this role was not specifically defined. The person in this role typically chairs the faculty committee that approves the curriculum change prior to the change being forwarded to the department chair. Approval by this person certifies that the faculty in the department or program supports the curriculum change.

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**Curriculum Originator**

Note: Any faculty member who wishes to initiate a curriculum change must have Banner Workflow role. To request access for yourself, please visit the [Workflow Access Request Form](https://bssp3.cc.wmich.edu/PLS/BPROD/wsgkwfaccess.wfaf_menu), if you are already logged into Self Service Banner, and fill out the request form. Be sure to request the **WMU Curriculum Course Initiator Role**. To request this role on someone else’s behalf please fill out their information in the subsequent table. If you have any questions or would like documentation for this process, please contact oit-workflow@wmich.edu.

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