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

**College Curriculum Committee Chair**

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| **Name** | **Bronco Net ID** | **E-mail** | **College** |
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 **Curriculum Dean (College)**

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| **Name** | **Bronco Net ID** | **E-mail** | **College** |
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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** | **College** |
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 **Curriculum Chair/Director (Department)**

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

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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| **Name** | **Bronco Net ID** | **E-mail** | **Department** |
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**Curriculum Initiator**

Note: Any faculty member who wishes to initiate a curriculum change must have this Banner Workflow role. To request this role on someone else’s behalf please fill out their information in the subsequent table. To request this role for yourself, please follow the instructions below.

To request this role, please fill out the *Workflow Access Request Form*, located within GoWMU on the *Faculty & Advisor Services Menu*.

To visit the *Workflow Access Request Form*, log into GoWMU, then navigate to **My Work -> All Links -> Faculty Menu -> Workflow Access Request Form**.

Please select your department, and then mark the checkbox “WMU Curriculum Course Initiator Role” along with any other roles you may need.

This role will allow you to initiate the curriculum request. The OIT Workflow team will be notified and get in touch with you to make sure you get setup.

If you have any questions or would like documentation for this process, please contact oit-workflow@wmich.edu.

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