Important Note for Authors Whose Proposals Are Rejected: In these situations, the Core Curriculum Committee (CCC) expects that the authors will communicate directly with the relevant subject matter experts (SMEs).

**APPEALS PROCESS**

Step 1: The author of the proposal may request a meeting with the CCC and the SMEs to clarify further and discuss the reasons for the rejection.

Step 2: If there is no resolution through Step 1, then the author may request a hearing before the McNichols Faculty Assembly (MFA).

Step 3: If there is no resolution through Step 2, then the author may request a meeting with the CCC and the Provost.

Step 4: The Provost will either uphold the judgment of the CCC or override it, as the MFA Constitutions and Bylaws allow.

Step 5: The final decision is communicated to the author. If the CCC’s judgement is upheld by the Provost, this will be communicated to the MFA. If the Provost is overriding the judgement of the CCC, then—consistent with past practice and Shared Governance documents* -- the Provost will meet with the MFA to explain and discuss her decision.