**Curriculum HOLD Petition Form**

Per CWUR 2-50-040 (4) - (6)

***Directions***: Please complete and submit this form to the Faculty Senate Office by the ***Monday*** prior to the next Faculty Senate Curriculum Committee (FSCC) meeting. You must also notify the Dean and the department/persons who originated the curriculum of your intent to place their curriculum on hold. You will then have two weeks to resolve the issue or concern with the other parties involved.

If an agreement or resolution is reached, a Memo of Resolution for the hold will need to be submitted to the Faculty Senate office. If a Memo of Resolution is not received by Faculty Senate within two weeks after the hold has been recorded, the departments involved must appear before the FSCC at the next scheduled FSCC meeting for a decision. All parties involved may be asked to submit written handouts to the Faculty Senate Office at least 48 hours prior to the scheduled meeting if attendance at an FSCC meeting is warranted.

Course Number/Title of Proposed Curriculum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Curriculum Log: Date of Curriculum Log scheduled Approval: Petitioner’s Name: Petitioner’s Department:

Hold Justification/Concern/Issue:

List the Department/Program(s) and Dean(s) affected by the hold being placed on the proposed curriculum. You will need to attach written, dated proof that each department and Dean was notified of the hold:

Department/Program Dean Department/Program Dean Department/Program Dean

Faculty Senate Curriculum Committee Use Only

Date Hold Petition received: Date Memo of Resolution received: Date of FSCC meeting attended, if necessary: Comments: