Example Notification Email Template:

Dear <Name>,

I am writing to notify you that the <Dept Name> department has submitted a <course/program> proposal in Courseleaf that might affect your department.  For full details, view the CourseLeaf proposals here: <link>.  To summarize, <Briefly describe changes>.

If your department has concerns or you would like to learn more, please reply within 5 business days and we can consult. Otherwise, I will assume that your department has no concerns and move the proposal forward.

Thanks,

<signature line>

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*This initial email notification to the other relevant academic units should be attached in CourseLeaf by the proposer.*

Upon receipt of the email notification, any concerned academic unit may request a consultation with the sponsoring department. The request must be made in writing within five class days of receipt of the notification of the proposal.

Any consultation requested by a department must be concluded within ten class days of the receipt of the request for consultation. Consultation requested by a college must be concluded within twenty class days of receipt of the request.

Consultation, not necessarily agreement, must be completed between departments within the same college prior to consideration by the CCC of the sponsoring department. Consultation across colleges must be completed before consideration by the UCC.

*The results of each consultation (support, oppose, no contest)* [*via email exchange should be attached to the CourseLeaf proposal*.](http://www.uww.edu/acadaff/facstaff/courseleaf)