

## **New Course Approval Process**

### **Step 1**

Course proposal form must be completed.

### **Step 2**

Syllabus for the proposed course must be developed.

### **Step 3**

The completed course proposal form and syllabus should be presented to the department chair. The department chair must sign the proposal form if he/she approves of the proposed course. (Adjunct faculty should also submit a current curriculum vitae along with the proposal form and syllabus.)

### **Step 4**

The signed proposal form, syllabus, and curriculum vitae (if applicable) should be sent to the chair of the Curriculum Committee at least 1 semester before the time the faculty member wishes to offer the course.

### **Step 5**

The chair of the Curriculum Committee will notify the faculty member of when the next committee meeting will take place. The faculty member should be prepared to attend the committee meeting to answer questions.

### **Step 6**

The committee meets to discuss and vote on the proposal.

### **Step 7**

The faculty member and department chair will be notified of the committee's decision by the chair of the Curriculum Committee. If revision is required, the committee will provide an appropriate timeline to the faculty member.

### **Step 7**

If approved by the Curriculum Committee, the proposal form and syllabus will be provided to all COP faculty before or during the next college meeting. All faculty will then have the opportunity to vote to approve or not approve the course proposal.

### **Step 8**

If the faculty member is not present at the college meeting, he/she will be notified by the department chair regarding the final decision of the COP faculty.

### **Step 9**

The curriculum committee chair will then submit approved courses to the University Graduate Council for approval. If approved, the course will be added to the University Catalog and then can be offered.