

Course Approval Process

Section 1: Faculty Author

- Drafts Section 1 of Course Approval Form.
- If faculty member is also a chair/director, a faculty sponsor is needed to complete the form. The sponsor should be indicated in the "notes" section.
- Once form is filled, Faculty Author will work with the Program Chair/Director to fill out Section 2.

**For assistance with Course Learning Outcomes, please contact Gwen Bloomsberg, Director of the Center for Integrated Learning.

Section 2: Program Chair/Director

- Chair/Director reviews proposal for final approval, rejection, or potential edits.
- If Chair/Director would like to propose a change, the form is to be returned to the Faculty Author for review.
- Once Chair/Director is finished with their section, Faculty Author will work with Dean to fill out Section 3.

Section 3: Dean

- Dean fills out form under Section 3 and checks over previous sections for correctness.
- If Dean would like to propose a change, the form is to be returned to the Faculty Author for review.
- If approved by Dean, Faculty Author continues process and works with the Registrar to fill out Section 4.

Section 4: Registrar's Office

- Registrar and team review proposal to include necessary information regarding technical curriculum information.
- General review from the Registrar.
- Once Registrar completes Section 4, the form is returned to the Faculty Author to continue the process with the Admin. Assistant.

***Administrative Assistant

- Once the form is completely filled out by all parties, the Faculty Author will send the finished Course Approval Form to their area administrative assistant.
- The Administrative Assistant will use Adobe Sign to route the document for signatures, starting with The Faculty Author, Chair/Director, Dean, Registrar, and Curriculum Council Reviewer.
- At any point during the signature routing, the Administrative Assistant can provide an update to the Faculty Author on the progress of the form in Adobe Sign.

Section 5: Submission to Curriculum Council

- Form will arrive to the Curriculum Council Reviewer via Adobe Sign.
- Curriculum Council Reviewer will reject incomplete forms.
- Completed forms will be added to the agenda and posted on Teams for electronic vote.
- Council will vote "Yes" or "No" ("Abstention" will be used in the case of absence). Record of the Council's vote will be reflected on the Course Change Form and on the Meeting Agenda posted to VPI Communique.
- Approved forms will be signed by the Chair and recommended for review to the VPI.

Section 6: Vice President of Instruction

- The VPI will review forms for completion. If VPI rejects form, it will be returned to the Council for further review. The Faculty Author and Dean will be made known of the decision through the Curriculum Council Reviewer.
- Approved forms: Upon approval from the VPI, the Faculty Author, Dean, Registrar, and Curriculum Council Reviewer will work together to implement approved curricular changes.
- The Reviewer will notify the Council as changes are officially made to ensure follow-through.

****Note:** If the proposal is rejected at any step, the proposal will be returned to the author for further review.

****Note:** At any point of the signature process, Admin. Assistant can provide information as to the status of the course form.

*****Note:** The role of the Admin. Assistant within this document does not have a Section on the Course Approval form.