**Process for Getting Courses Approved**

If you decide that there is a gap in the course offerings and you want to develop a new course, this is the process you need to follow:

1. You decide whether it will be a UG, Grad, or 4xx/5xx class and take your idea to either the UG Programs Committee or Grad Programs Committee (or both if it's going to be a 4xx/5xx class) to get their "blessings.” You need to be prepared to answer questions like
   1. Where does this fit into our current curriculum?
   2. Is it an elective or a core class? If you want it to be core class, what current core requirement would it substitute for?
   3. What emphasis area(s) will the course support?
   4. What gap in current course offerings does this course cover?
   5. Will it have broad appeal to more than our majors?
   6. What will be the instructional mode? Is it adaptable to remote, distance, or online students?
2. You flesh out a syllabus with the assignments and topics identified to take to a departmental meeting to get the faculty's approval (remember that our curriculum is “owned” by faculty and is part of faculty governance). You need to follow the correct course template:
   1. UG: <https://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template>
   2. Grad: <https://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-graduate>
3. Once the syllabus is finished, you give it to Dava to put into the online system. Room & Course may or may not approve it quickly, it may take a week or more before they move it to CALS Curriculum Committee.
4. It gets routed to the CALS Curriculum Committee and they review, make recommendations and either move it forward or send back for revisions. They meet on the first Wednesday of each month September - May.
5. Once approved at the CALS Curriculum Committee, it continues to get routed through the system.
6. To guarantee it will be listed in the schedule of courses for fall, the course needs to be approved and have gone through all the steps by the previous February 15.
7. To guarantee it will be listed in the schedule of courses for spring, all this needs to occur by the previous September 15.