

Overview of the Curricular Approval Process, University Libraries

Information Studies Courses:*

1

Administrative approval: Notify immediate supervisor (if applicable) and Associate Director of your intent to develop a course proposal; determine support.

2

Faculty member generates a course proposal and syllabus.

Optional: Teaching & Learning Committee will also provide feedback on course ideas in early stages of development.

3

Libraries Curriculum Committee approval (required). Teaching & Learning Committee reviews proposal and syllabus. May approve or require additional information, refinement of proposal.

4

College: ASC Curriculum approval (required). Proposals approved by Libraries Teaching and Learning Committee are forwarded to Arts & Sciences to be vetted by the appropriate ASC curriculum subcommittee.

***Observe library deadlines for course approval.**

All other courses, including Freshman, Junior Seminars:*

1

Administrative approval: Notify immediate supervisor (if applicable) and Associate Director of your intent to develop a course proposal; determine support. **Discuss idea** with departmental faculty. Follow recommended process.

2

Faculty member generates a course proposal and syllabus.

Optional: Teaching & Learning Committee will review proposals, provide feedback on request.

3

Departmental Curriculum Committee approval. Submit proposal and syllabus to departmental curriculum committee.

4

College approval required.

***Observe college, university deadlines for course approval.**