
COURSE APPROVER GUIDELINES

These guidelines support the [Course Approval Policy](#).

At the University level courses must have the following approvals made through the CIM system.

Departments and Colleges may require additional approvals internal to the college and/or department that align with their processes and committees.

DEPARTMENTAL LEVEL

- Departmental course submitter completes the New Course Proposal Form, completes the course deactivation form, or updates an existing form and submits to the CIM workflow
- Department chair is the highest authority over courses in the department and when reviewing the course form and considers the following:
 - Does the course represent a specialty area in which no course is currently offered?
 - Does the course reorganize or consolidate material from existing courses?
 - Does the course form part of a new program of study?
 - Is it a requirement for a major or minor?
 - Does the course fit within the purview of the departmental field of study?
 - Has the CIM form been completed to the expectations defined in this guide?
 - Do the syllabus or syllabi attached meet all the expectations defined in the [UA Syllabus Policy](#)?

COLLEGE DEAN

- The college dean is a role that has authority to direct departmental course creation and reviews proposals for quality, appropriate fit, resource implications, and duplications across the college

GRADUATE SCHOOL – GRADUATE COURSES ONLY

- The Graduate School reviews proposals for quality, resource implications, and duplications across graduate programs
- The Graduate School may review proposals based on the priorities of the Graduate School

OFFICE OF INSTITUTIONAL EFFECTIVENESS

- OIE reviews Student Learning Outcomes
- OIE assigns CIP codes
- OIE reviews 400/500 level listed SLOs to ensure distinction and content

OFFICE OF ACADEMIC AFFAIRS – NEW UNDERGRADUATES COURSES

- OAA reviews proposals for quality, resource implications, academic rigor, and duplications across undergraduate programs

REGISTRAR

- OUR reviews proposals for the quality of information presented on the CIM form and reviews all fields for accuracy and compliance with university standards

TIMELINE AND EFFECTIVE TERM

All new courses, course deletions, and course change submissions that are approved in CIM will have an effective date of the next fall semester.

All new courses, course deletions, and course change submissions must be submitted into CIM workflow by deadlines published by the Office of the University Registrar.
