*Recent updates in the course approval/change process shift responsibilities for course creation and ownership from individual faculty to departments and curriculum committees. It is important that all parties involved understand this process is focused on the elements that will stay true every time the course is offered, and the way faculty deliver these course elements will change.*

*Together, a department and its curriculum committee hold responsibility to make sure everything submitted is complete and fulfills UO policies. Empty, inaccurate, or partially completed elements will automatically result in a roll back to the college committee. Checklists are intended to help ensure a smooth process at each level.*

COLLEGE CHECKLIST: Course Approval/Change Process

**Course approval**

[ ] The new course (or course changes) contributes to the college program and purpose. Guiding questions include:

* In what ways does the course contribute to student academic experiences in the college?
* How does the course contribute to the curriculum coherency of academic programming within the college?
* What resources are needed to support the proposal and faculty in planning and implementation of course delivery? Are they within the capacity of the college?

[ ] Verify course proposal form in Courseleaf is complete and follows University policies

* [List of current policies](https://provost.uoregon.edu/academic-policies-procedures-and-guidance)
* All relevant elements are approved by the committee following usual college procedures (refer to [Proposal Approval table](https://provost.uoregon.edu/approval-authority-course-proposals))

[ ] Syllabus template is complete, follows University policies, contains all required elements, and links work. All relevant elements are approved by the committee following usual college procedures (refer to [Syllabus Approval table](https://provost.uoregon.edu/approval-authority-sample-syllabus))

[ ] Potential areas of collaboration or content duplication within the college and with other departments are identified and discussed. Additional due diligence is not necessary, or if necessary, is completed at this stage.

[ ] Submit Course Proposal and the Example Syllabus to workflow (in Courseleaf) for final review by the UOCC. (Documents will be kicked back to the college if incomplete or inaccurate.)

**Post-submission**

[ ] Review UOCC curriculum report after the last Senate meeting of the term, to see if course was approved, or if approval is still pending.

* If course is approved by the Senate, corrections of minor errors or omissions should be submitted to [add link here] within two weeks

[ ] Ensure advising is made aware of the timeline for implementation and key points relevant to the advising process

[ ] Prior to effective term of the change, review coding in Banner to ensure accuracy.

[ ] Prior to effective term of the change, update all related webpages communicating course information to students.

[ ] Prior to fall term, review catalog entry for accuracy

[ ] Ongoing - distribute syllabus template to future course instructors

*Version – Fall 2023*