*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 that this process is focused on the elements that will stay true every time the course is offered, understanding that the way faculty deliver on these course elements will change.*

*Together, a department and its curriculum committee hold responsibility to make sure everything in the CIM form is filled out 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.*

DEPARTMENT CHECKLIST: Course Approval/Change Process

**Preparation**

☐ Discussion re: rationale and context for proposal. Guiding questions include:

* In what ways does the course advance the academic goals of the department? College? University?
* Is this course required to complete a degree or minor?
* Does this course replace another course in the degree program?
* Does this course teach a set of skills or add to knowledge that benefits the degree program?
* In what way will the course contribute to student academic experiences?
* How does it contribute to the curriculum coherency of academic programming?
* What pedagogical approaches will the course utilize?
* What modalities will the course utilize?

☐ Discussion re: how courses serve other units, possible collaboration, and/or content duplication.

* Is the course (or *will* the course be) a required course or elective in another program?
* Might other departments be interested in offering the course to their students?
* Does the course potentially duplicate content offered in another course in the college? In another unit on campus?

☐ If the course is included in the Oregon common course numbering system (“Z” courses), ensure continued alignment with state-defined learning outcomes and course description.

☐ If the course is a 4xx/5xx course, is the additional work required to fulfill graduate student credit hours clear and appropriate?

☐ Does faculty want/need support in designing or revising new courses in consultation with resources, such as, the Teaching Engagement Program and UO Online?

☐ What resources are needed to support the proposed course? Is it within the capacity of the college and university?

* Refer to[sample syllabus template](https://provost.uoregon.edu/sample-syllabus-template) to determine required elements (readings, grading scale, etc. from chart)
* Access the [course proposal guide](https://provost.uoregon.edu/course-proposal-guide) for helpful information about course policies, sample language, and general tips for filling out the course form (CIM) in CourseLeaf

**Course approval process**

☐ Complete course form (CIM) in Courseleaf

* Every relevant field is completed and accurate
* Course form fulfills all relevant [University policy](https://provost.uoregon.edu/academic-policies-procedures-and-guidance)

☐ All relevant elements are approved by the department following usual college procedures (refer to Proposal Approval table)

* The submitted form recognizes that future instructors of the same course may meet the purpose and learning objectives through different formats, assignments, and modalities.

☐ Complete the sample syllabus template:

* All included links are accurate and work
* Syllabus template fulfills all relevant University policy
* All relevant elements are approved by the department following usual department and college procedures (refer to Syllabus Approval table)

☐ Submit course form to workflow (in CourseLeaf) with all required elements.

☐ If a new course REPLACES another course which will no longer be offered, submit old course for deactivation.

*Version – Fall 2023*