ASU-New Course Proposal Review Process

New Course Originates

Unit Level Curriculum Committee Review

College/School Curriculum Committee Review

University Level Review

Courses e-mailed to Senators for Review

Senator Review

Senate Meeting Vote
- Course concerns not voted on or resolved on the Senate floor may be postponed for a max of 1 meeting.

Approved | Not Approved

Pending Provost Approval | Courses are Implemented | Returned to the Originator

- Check that requested course subject/number and title are available to use
- Review for existing similar course titles
- Check for possible impact and overlap with other units and inclusion of appropriate impact statements. If missing, request submission from form originator.
- Review syllabus for information found in ACD 304-10 and Provost Syllabus Guidelines
- Edit description to conform to catalog style
- Make sure that course description matches level of course number requested (e.g. introductory not upper-division)
- Ensure prerequisites exist, and edit formatting to conform to catalog style
- Review credit hours, components, repeatsettings, grading basis, etc. for appropriateness
- Check that course is required for a degree program or has been offered twice as an omnibus topic

New Course Concerns
- Contact Chuck Barbee in the Senate office who will facilitate unit to unit discussion.
- When concerns are addressed properly, course will continue towards a vote.

New Course Concern Resolution Steps
1. Unit chairs resolve issues, if no resolution;
2. College deans resolve issues, if no resolution;