SOP COURSE PROPOSAL WORKFLOW

Course Change Proposal

New Course Proposal

New Topics Course (490)

Proposer presents idea to Division(s) for approval

Proposer shares idea with other divisions as informational item

Proposer creates proposal in Lumen and presents at Curriculum Committee meeting

Curriculum Committee approves as is or with minor changes

Revisions Needed

Return to Proposer for revisions

Submit for Re-review and approval at Curriculum Committee

Submit to UCC for approval
- By Oct 1 for Spring courses
- By Feb 1 for Fall courses

Curriculum Chair presents as informational item at SOP Faculty/Staff meeting

Proposer presents idea to Division(s) for approval

Proposer shares idea with other divisions as informational item

Proposer presents idea & complete syllabus at Curriculum Committee meeting (include credit hour justification)
- By March 1 for Fall courses
- By October 1 for Spring courses

Course to be added to Schedule of Classes
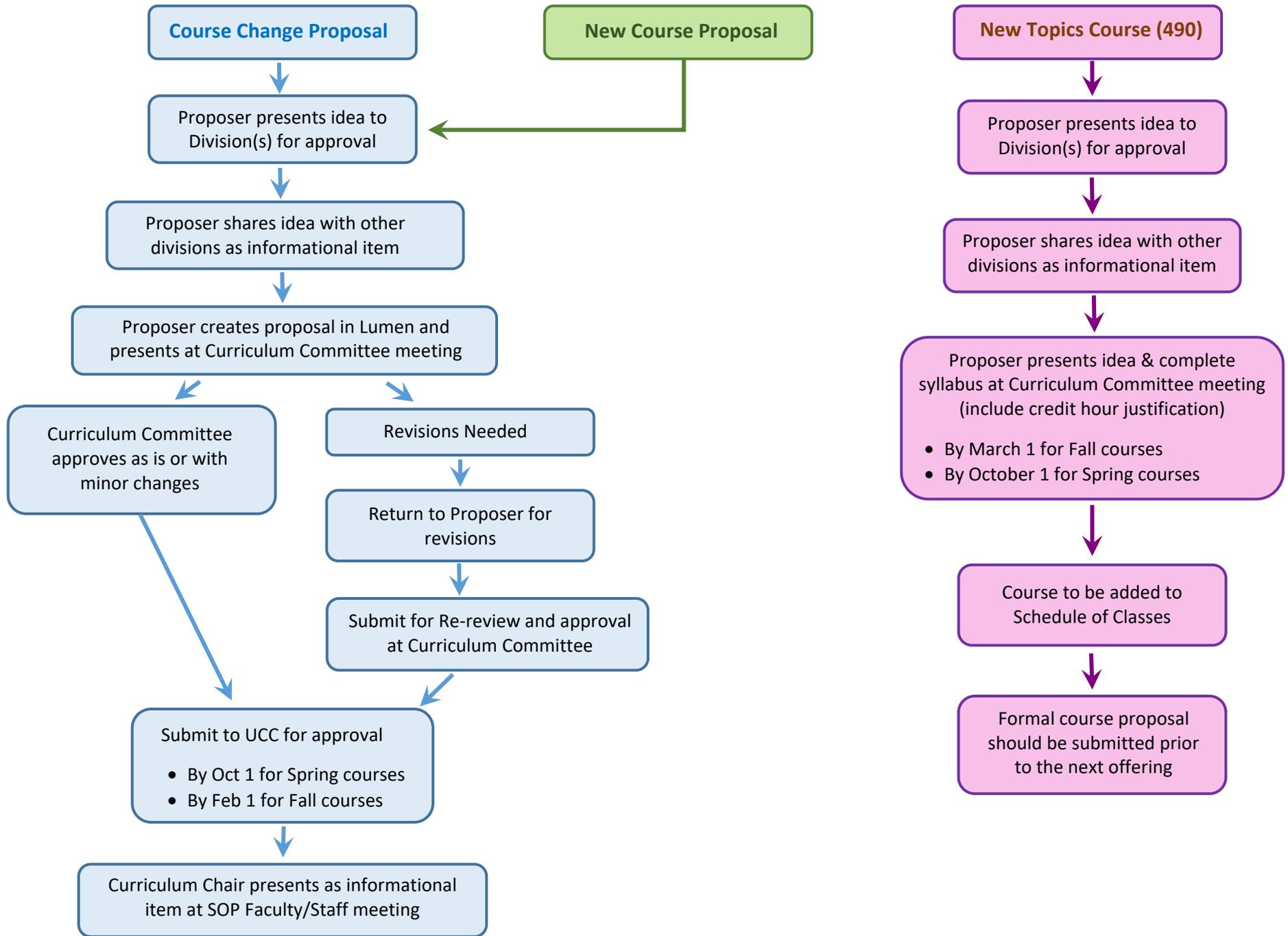
Formal course proposal should be submitted prior to the next offering

School of Pharmacy Course Proposal Workflow Outline – (Accessible Format)

For **Course Change Proposal** or **New Course Proposal:**

1. Proposer presents idea to Division(s) for approval.
   If a new course is being proposed, it is put forth to the Division(s) for approval.
2. Proposer shares idea with other divisions as informational item
3. Propose creates proposal in Lume and presents at Curriculum Committee meeting
   a. If Curriculum Committee approves course as is or with minor changes, it is submitted to UCC for approval.
   b. If Revisions are needed, the proposal is returned to the propose for revisions. Once revised, the proposer submits the proposal for re-review and approval at Curriculum Committee
4. The UCC reviews the proposal and must approve it by Oct 1 for spring courses, and by Feb 1 for fall courses
5. The Curriculum Chair presents the course changes as an informational item at SoP Faculty/Staff meeting

For **New Topics Courses (490):**

1. Proposer presents idea to Division(s) for approval
2. Propoer shares idea with other divisions as informational item
3. Proposer presents idea and complete syllabus at Curriculum Committee meeting (including credit hour justification).
   a. Approval deadline by Curriculum Committee for Fall courses is Mar 1, and Oct 1 for Spring courses.
4. The course should then be added to Schedule of Classes
5. Formal course proposal should be submitted prior to next offering