

COURSE APPROVAL CHECKLIST

The curriculum of a college is the responsibility of its faculty. The Accreditation Council for Pharmacy Education obviously has influence on the content of curricula at the colleges of pharmacy as well and colleges must pay attention to requirements for new content or the expansion of current content and react accordingly with changes to the curriculum.

There are multiple paths for courses to be suggested for the curriculum at the College of Pharmacy and one path for their approval. A course or course content may be proposed by the curriculum committee, a department head, or an individual member of the faculty. Ultimately, it is the college's faculty that provide approval for a course or curriculum change, which is then submitted to the University for final approval.

When a member of the faculty proposes a course, they should first get approval that it is appropriate for them to add the additional teaching to their workload from their department head. This is especially important because the course then becomes the responsibility of the department, particularly when it is required. When the curriculum committee proposes a course or new course content it should receive feedback from the affected department head as well.

- Course or course content proposed to department head (by individual faculty member or curriculum committee)
- Full course syllabus and the University's "Recommendation for a New Course" form are prepared for department approval and curriculum committee
- Approval by department faculty if a required course (revisions may occur here)
- Curriculum committee reviews and approves course proposal (or sends back for more editing)
- Department Head, Associate Dean for Academic Affairs, Coordinator for Students Services all review course and approve or revise
- All college faculty vote if the course is required; Elective courses are not required to go before the entire faculty
- Recommendation for a new course form is filled out online by department staff and submitted to Department Head, Associate Dean for Academic Affairs, and Coordinator for Student Services; All review and approve or revise via University online approval system
- Graduate college and University Curriculum Office review and approve or deny course