Steps to creating a new PharmD course or modifying an existing PharmD course

Definitions:

- **New Course** = a new concept with objectives and domains to be taught over the course of 7 or 15 weeks, or a combination of 2 or more existing courses
- **Modified Course** = change in any one of the following: course title, description, significant change in content, number of units, enrollment requirements (pre-requisite), term offered, grading basis, cross-listing (adding or deleting)

Steps:
1. Submit a complete course syllabus to the Curriculum Committee Chair (syllabus template in Internal Links is suggested)
2. Curriculum Committee reviews request
3. If there are questions/suggestions, a committee member will contact course coordinator(s) and report back to the committee
4. Curriculum Committee approves
5. A new course form or modification course form will be sent to course coordinator(s) for completion
6. Request will be sent to Room and Course Scheduling (RCS) for the Catalog
7. Course request is routed through approval process (Dept head, Dean, RCS, and 10 day University review)
8. Approval notice sent to college
9. Course can now be scheduled for upcoming semester through RCS

Deadlines:

- **Fall semester**: a submission to the curriculum chair by **October 1st** to facilitate submission to RCS by December 1st, and the approval process completed by February 15th of the preceding semester.
- **Spring semester**: a submission to the curriculum chair is by **March 1st** (curriculum committee does not usually meet during summer) to facilitate submission to RCS by May 1st and the approval process completed by September 15th of the preceding semester.