SBS Course Approval Process

1) Enter UA Course Add, Modify, Inactivate with the course syllabus and ‘Save’ the transaction. Do not ‘Submit’ the course form. Email the transaction number of the ‘Saved’ form to Ricky Salazar at ricar22@email.arizona.edu.

   Course forms are found on UAccess Student ➔ Curriculum Management ➔ UA Curriculum Management ➔ UA Course Management ➔ UA Course Add, Modify, Inactivate

   The UA’s undergraduate syllabus policy is available at http://policy.arizona.edu/education-and-student-affairs/undergraduate-course-syllabus-policy

   General education tier 1 and tier 2 courses have additional syllabus requirements. For information on these, please visit http://gened.arizona.edu/content/proposing-course.

   SBS has a syllabus template that can help with recommended and required syllabus language. It is located here: http://web.sbs.arizona.edu/college/instructional-policies-forms-and-resources.

2) SBS Associate Dean of Instruction, Dr. Amy Kimme Hea or Ricky Salazar will review the syllabus. We may suggest routing to particular units if there appears to be curricular overlap (some of this might be avoided as part of this early review process as well).

3) If additional review is needed, unit heads/directors will send their responses to Amy and/or Ricky.

4) SBS Associate Dean or instructional support staff will communicate with the course proposer and the unit heads/directors regarding the status of the proposal.

5) Once approved, unit representatives will ‘Submit’ the form in the Course Management System.

6) The Deans’ Office staff will move quickly to approve within the Course Management System.