

## Guidelines for new course approval

The Curriculum and Instruction Committee has developed some simple guidelines that we hope may streamline approval of new courses in the School of Natural Resources. The following materials must be submitted electronically to the SNR Curriculum and Instruction Committee:

1. Syllabus prepared following University (<http://policy.web.arizona.edu/syllabus>) and College guidelines (the Curriculum and Instruction Committee can get a copy to you).
2. A justification statement that explains how the proposed course meets educational needs within the School, College or University, and how it relates to other courses in the School. This statement should also explain the input in the course development process received from faculty in the most affected programs within the School or in other units.
3. Evidence that the Director is in support of the faculty time commitment required to develop and present the proposed course.

Because new courses may require approval at multiple stages, the process is simplified by submitting materials early. To insure that new courses are included in the Schedule of Classes when students begin registering for classes during priority registration, materials must be submitted 9-10 months before the first day of classes.

Deadlines for submission of new course materials to the Curriculum and Instruction Committee:

Semester in which the proposed course will be first taught	Submission date to appear in Schedule of Classes by priority registration	Final submission date so that course can be offered
Fall	1 October (prior year)	1 April
Spring	1 February (prior year)	1 September (prior year)