

New Course Approval Process

Current as of—October 14, 2022

- New course proposals are initiated by faculty members, who must first discuss the proposal with the Associate Dean of Academic Affairs.
- The faculty member's proposal is then provided to the Curriculum Committee and subsequently to the full faculty, along with the Curriculum Committee's recommendation.
- The proposal given to the Curriculum Committee should include an outline or draft syllabus, as well as possible learning outcomes. The proposal should also not how much work, in terms of weekly hours, students will be required to do, which will help determine the number of credit hours for the class.
- The course proposal then requires the approval of a simple majority of the faculty voting at the faculty meeting.
- The Associate Dean of Academic Affairs can approve a new course on an interim basis for two terms, without approval from the Curriculum Committee or the law school faculty.