



*Course Approval Process*

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The course approval process is summarized below.

<b>Activity</b>	<b>Responsibility</b>
1. Initiate new course and complete initial Course Authorization form	Faculty member/ Program Director
2. Review with Department Chair and present to Department Faculty	Faculty member/Department Chair
3. Submit Course Authorization form signed by Department Chair, Director, and Faculty Member to College Dean	Department Chair
4. After recommendation, submit course authorization form to College Faculty Council	Dean of originating college
5. If graduate course, submit course authorization form to College representative from Graduate Council	Dean of originating college
6. Submit to Deans' Council for review and discussion	Dean of originating college
7. Present and review with Chairs and/or faculty of each respective college	All academic deans
8. Discuss and approve at Deans' Council	Dean of originating college
9. Sign and submit approved new course authorization form to university registrar	Associate Provost
10. Send a copy of signed Course Authorization form to originating Dean's office	Registrar

The course approval is shown in flowchart mode below.

# LTU New Course Approval Process

10/8/2007

