ALS Course Proposal/Course Instruction Timeline

Please observe the following timeline when considering an ALS course proposal and upon approval of said proposal:

- Submit ALS course proposal to ALS chair. Include: New Course Proposal Form and requested docs (syllabi, learning outcomes, proposed assessment).
  - Account for time: submit your course proposal at least 6 weeks prior to priority registration for the term in which you wish to teach.
- Course is reviewed by ALS Chair; this will take 1-2 weeks.
- ALS Chair contacts you with approval and/or requests a meeting for further discussion/revision of the proposal
- Upon approval of ALS Chair, course submitted to CAT II process by Janine Kobel or the ALS Chair.
  - If the course will be permanent, CAT II process takes 1-3 months
  - If the course will be experimental “X”, CAT II process takes 1-2 weeks
- If the course will be Special Topics and offered only once, contact APAA for approval
- Upon CAT II approval, Janine Kobel submits all required information to the course catalog and requests CRN
- Schedule desk reviews and assigns CRN (1-2 days).
- Janine contacts you with CRN
- You order course materials
  - Even if you won’t be using a book, you must still complete bookstore order form and mark no materials, so that bookstore can create a tag that informs students their class won’t require any materials.
- Class begins!