**Course Approval Process**

Faculty and academic officers should plan course proposals well in advance, as course proposals may take several months to complete the approval process described below:

Proposals to create new courses and to change existing courses require faculty and administrative approval on the campus where the course is offered. Proposals for new courses and course changes are routed through the following approval process: a course proposal is initiated by individual faculty members or department committee and the department chairperson provides the first level of review and approval. The course proposal is then forwarded to the Dean of the school and, in some cases, to the school curriculum committee. Courses offered for credit in a graduate program over which the University Graduate School has supervision require approval from the University Graduate School. The proposal is then posted for a 30-day period of remonstrance (see below for more details on remonstrance) on a university-wide list for undergraduate, graduate, and professional courses. Notice of the opportunity to remonstrate is given to academic affairs officers, and members of the faculty or all members of the University Graduate Faculty, as appropriate.

After the remonstrance period is complete, a course proposal is forwarded to the appropriate campus-level academic officer (for Bloomington, this may be the Vice Provost for Undergraduate Education or the Dean of the University Graduate School; for Indianapolis this may be the Office of the Registrar or the Dean of the University Graduate School; and for the regional campuses, this will be the Vice Chancellor for Academic Affairs or the Dean of the University Graduate School). When the approval process is completed~~,~~ the course proposal is added to the Course Catalog within IU’s Student Information System by staff in University Student Services and Systems. The course information may also be added to the appropriate Course Bulletin by staff in each School.

**How to File a Course Remonstrance**

Proposals for new courses and course changes require concurrence by all IU academic programs. Therefore, department and school academic affairs officers are strongly advised to consult with other affected departments, schools and campuses when developing new courses or making significant changes to existing courses.

Course proposals are placed on the university-wide remonstrance list which is circulated on the first day of each month to all campuses. Department, school, or campus academic affairs officers have thirty days in which to remonstrate if they have questions or concerns about a proposal for a new course or course change posted by another department, school or campus. When no concerns are raised, the course proposal moves on through the approval process until all approvals are completed.

An official remonstrance may only be filed by an administrator who is responsible for academic affairs within an academic unit (department, school or campus). Therefore, faculty and staff members who have concerns regarding a proposal for a new course or a course change should contact the appropriate academic affairs officer: these include department chairs, associate deans of academic affairs or deans, vice chancellor/vice provost for academic affairs, or chancellor/provost.

Appropriate grounds for remonstrance may include:

* equivalence of proposed course with a course shared in the course catalog,
* confusion / overlap / redundancy with existing courses,
* failure to obtain required approvals,
* documented lack of resources or of faculty expertise to offer the proposed course.

The remonstrance should be filed via email to the academic affairs officer in the department or school which proposed the course. Remonstrances on courses offered for credit in a graduate program over which the University Graduate School has supervision should be filed with the University Graduate School (remonstrances for courses offered on the Bloomington campus and regional campuses should be filed with the Bloomington office, remonstrances for courses offered on the Indianapolis campus should be filed with the academic affairs officer in the department or school which proposed the course). Remonstrances should state the concerns or objections to the course proposal in as much detail as possible. The academic affairs officer who initiates the remonstrance should also copy Mandy Bartley in University Student Services and Systems (ussscrct@indiana.edu) to alert USSS that a remonstrance has been filed, because a course with any objections filed against it will not move further in the approval process until all parties agree that the objections have been resolved.

**How to Resolve a Course Remonstrance that has been Filed**

In order to resolve a remonstrance, the academic affairs officer from the unit which filed the remonstrance confers with the academic affairs officer in the unit which proposed the course to address the issues and concerns raised.

If the dispute cannot be resolved between the academic affairs officer who filed the remonstrance and the academic affairs officer of the unit that proposed the course, the course may either be withdrawn by the requesting department, or the issue may be elevated to successively higher levels (associate deans for academic affairs, or vice chancellor/vice provost for academic affairs) for resolution. If remonstrance involves academic units on more than one campus, the remonstrance should be filed by the vice chancellor/vice provost for academic affairs from the objecting campus to the VCAA/VPAA at the initiating campus. If the remonstrance is not resolved by the vice chancellors/vice provost, it may be forwarded to the chancellor/provost of the concerned campuses. If agreement is not possible, the remonstrance may ultimately be resolved by the Provost (Bloomington), Chancellor (Indianapolis), the Executive VP for University Academic Affairs (regional campuses) or Dean of the University Graduate School.

Once a remonstrance is resolved, the course proposal will move on through the approval process until all approvals are completed.