

# Curricular Affairs - Course Approvals



## Course Approval Staff

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### Upcoming Dates and Deadlines

#### Spring 2024

2241 Add Final Approval- Jan. 1, 2023

#### Summer/Fall 2024

Last Day for Priority Route Start- Dec. 20, 2023

### [Dates and Deadlines](#)

### AccessFlow- Access Provisioning

AccessFlow is the provisioning system used by the UA for access to UAccess. Curricular Affairs- Course Approval roles for the UA Course Management initiators and approvers are requested through this system located under **Support- Requesting Access** on the [UAccess Homepage](#).

See [Curricular Affairs website](#) for role details including who is typically assigned the differing roles, what section our roles will be located in AccessFlow, and what to do with existing course form routes.

If you need assistance with the provisioning request forms the AccessFlow, staff contact information is in the **Need Help?** link in AccessFlow. This tool is not overseen by CA, it is a central, campus tool therefore our staff cannot help trouble-shoot.

### Description, Objectives, & Learning Outcomes

**Course Descriptions** should be a brief 3-6 sentence summary of the content covered in the course; this is the advertisement of the course and is featured in the course catalog for student's use. Please refrain from placing numbered or lettered lists in the description. Additional information may be added to the course syllabus for course objectives, goals, and content being covered.

**Course objectives** are broad statements indicating what content an instructor plans to cover and what in general the students will do during the course. Course objectives should align with the course description and schedule of topics. We suggest using a prompt such as "During this course students will:"

**Learning outcomes** are measurable statements or competencies indicating what a student should be able to do once they complete the course. We suggest using a prompt such as "Upon completion of this course students will be able to:"

For more professional references about crafting learning outcomes and course objectives, see UCATT's [guide for developing course-level learning outcomes](#).



## Course Links

- [Curricular Affairs](#)
- [Undergraduate Syllabus](#)
- [Graduate Syllabus](#)
- [All Syllabus Policies Link](#)
- [GENED](#)
- [New Pending Course](#)

### Initiator Role Reminders for UA Course Management

- **Initiators** are the first point of contact for their department's course form questions. Please utilize the UA Course Add/Modify/Inactivate forms comment section, Curricular Affairs website, and the General Catalog to assist your departments with basic questions. If you are new or need assistance with clarifications for the above listed resources, or have a more complex item, please reach out to us at [courseapprovals@arizona.edu](mailto:courseapprovals@arizona.edu).
- The **Field Trip** section on the UA Course Add and Modify forms is not a required field, so if no field trip information is being provided for the students, please leave that section blank.
- **Component workload** should match the minimum units field value. If you have multiple required components, please be sure that the workload adds up to the minimum units. If the secondary components are optional, please list the workload on the primary/graded component and it should match the minimum units.
- Please be sure to check the **syllabus** being attached to the course form to be sure it is the finalized copy and matches the form's information. The General Catalog contains a checklist that can be used to be sure all required items are included for the [Undergraduate Syllabus](#) and the [Graduate Syllabus](#).
- UA Manage Course Forms or UA Course Add/Modify/Inactivate may be used to **monitor** course forms. Forms should be monitored by initiators to ensure they meet course approval deadlines.
- Course forms that are **missing items** or items needing clarification will be returned to the department initiator for updates. Please note that the resubmission date is considered the submission date for priority, so we encourage departments to submit well before the *Last Day for Priority* deadline to ensure that if a form is returned, the department has time to correct and resubmit before the last day for priority for the needed term.
- When **resubmitting** a form please **do not** use the cancel button. The cancel button retires the form, and it can no longer be used. If cancel is selected a new transaction would need to be created for the submission.

### Accrediting Body Transition

- Previous: [HLC \(Higher Learning Commission\)](#)
- NEW: [WASC Senior College & University Commission's](#)