APC

WHERE TO FIND APC INFORMATION

- For guidance on course development and course modifications please refer faculty here: hub.coe.arizona.edu

- Click on tile labeled "COURSE DEVELOPMENT"

HOW TO SUBMIT A NEW COURSE OR COURSE MODIFICATION

1. Department Head approval on letterhead.

2. Submit the new course add form or course modification form

3. Syllabus

4. Admins submit all three pieces of documentation to APC for review.
   - Courses should be submitted at least a week prior to the committee meeting.

APC APPROVALS

- If a course is approved, Michelle sends the approval to the admin with a copy to (department representative, Associate Dean, Department Admin who submitted the course, and APC Chair. (We can also include the department head and instructor)

APC DISAPPROVALS

- If a course does not meet APC approval, it is sent back to admin and faculty/instructor for corrections/adjustments and is resubmitted to Michelle. The APC Committee is specifically looking for syllabus compliance.

THREE LEVELS OF APPROVAL FOR COURSES

- Departmental approval (a letter from department head and course modification or course add form along with syllabus is submitted to APC for their review).

- College level – Associate Dean Reyes will approve a new course or course modification once APC approves. Dean Reyes is the CoE college level approver.

- University level – Office of the Registrar approves or disapproves if a course isn't submitted correctly.

  - If a course is approved, it is routed electronically in UAccess Course Management

  - If a course is disapproved, an email is sent to the department with information and suggestions on what the next steps are in order to get the course fully approved

COURSE MODIFICATIONS:

- If a modification is less than 20% of a change in course content, APC does not need to review. If APC does need to review, it's the same process: Departmental approval, college level approval and University level approval.

- For any course modification not requiring APC approval, please let Iliana and Michelle via email once courses are uploaded into the system for approval.

APC MEETING DATES 2023-2024
(SECOND FRIDAY OF EACH MONTH)

- Friday August 11, 2023

- Friday September 8, 2023

- Friday October 13, 2023

- Thursday November 9, 2023 (Veteran's Day Holiday Friday, November 10th)

- Friday December 8, 2023

- Friday January 12, 2024

- Friday February 9, 2024

- Friday March 8, 2024

- Friday April 12, 2024

- Friday May 10, 2024