

## APPROVAL PROCESS FOR NEW AND REVISED COLLEGE OF ARTS AND SCIENCE COURSES

The Curriculum Committee, the Committee on Graduate Education, and the AXLE Implementation Committee review ALL proposals for ALL new courses, changes to existing courses, and deletions of courses offered by the College of Arts and Science. Faculty should be advised of the following regulations and procedures relative to these activities:

All faculty submissions of requests for course changes, additions, and deletions in the College of Arts and Science must be submitted to the **Online Requests for Curricular Actions (ORCA) website and authorized in that system by departmental chairs or program directors**, for consideration by the Curriculum Committee. The Curriculum Committee must review all courses to be listed in the Undergraduate Catalog and the online schedule (YES). The link for the ORCA website is:

<http://www.sds.vanderbilt.edu/perl/orca.pl>

To ensure timely review of new courses, all course proposals must be authorized by the department chair or program director of the course subject area by the deadlines announced by the Chair of the Curriculum Committee. The direct link for these deadlines is:

<http://as.vanderbilt.edu/overview/faculty/forms/submissiondeadlines.php>

Failure to adhere to the guidelines in the "Requirements for Titles and Descriptions of Courses" in the ORCA website may result in editing of your description by the Committee or a delay in its handling of your course request. Course descriptions should be well-conceived and well-written to avoid their being returned to faculty or departments for revision.

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### AXLE IMPLEMENTATION COMMITTEE

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Proposed changes to AXLE requirements, including the change of an AXLE code or the conversion of an existing course to a Writing course, should be sent **by email** from the departmental chair or program director to the chair of the AXLE Implementation Committee, Senior Associate Dean for Undergraduate Education, Karen Campbell. Please include a rationale for the request and a syllabus.

However, if a proposed change to an existing course submitted to the ORCA website needs to be reviewed by the AXLE Implementation Committee, Racquel Goff will forward the materials related to that request to the committee.