

Adding or Changing College of Pharmacy Courses

This page describes how faculty members in the College of Pharmacy can create or modify courses. It concerns courses that have or will be given a course number from the College of Pharmacy or one of its constituent departments.

1) Create or modify a syllabus. Courses aimed at PharmD students must be placed in the Standardized Syllabus, available here (or create your own syllabus, with the same required information found in the same order as in the Standardized Syllabus). Note that this standard is required by ACPE.

Courses that are not aimed at PharmD students do not need to be in the Standardized Syllabus, but a syllabus should be prepared that contains sufficient information to understand what is being proposed.

2) Complete a course add/change form. Download the form, available here, and fill it out.

3) Receive departmental approval. The form must be signed by the chair of the department that will house the course number. In the case of College course numbers, the form must be signed by the chair(s) of the department(s) that has a major role in teaching the course.

It is strongly recommended that the faculty of the relevant department(s) review new courses or major changes to existing courses prior to approval by the department chair, such as during a faculty meeting.

4) Receive curriculum committee approval. The form must be signed by the Chair of the Curriculum Committee. For major changes to the curriculum, approval by a majority vote of a quorum of the Curriculum Committee is required. The Curriculum Committee may request a presentation or further information from the course master(s). Changes that must receive full review by the Curriculum Committee include:

- i) Adding any course;
- ii) Changing credit hours for a required course;
- iii) Making major content changes to a required course.

Other types of changes may be reviewed solely by the Chair of the Curriculum Committee, but will receive a full review at the request of the course master(s) or of any voting member of the Curriculum Committee.

Finally, following approval, the Executive Committee and Dean's Office perform a final review and incorporate your course or changes into the curriculum. Rarely, problems that become evident at this review stage necessitate another round of review.