

## COURSE APPROVAL STEP-BY-STEP PROCESS

The diagram below illustrates the step-by-step process a course request must follow to be approved for the University of Oklahoma, Norman campus. This applies to both new courses and course changes.

Items the department must supply:

1. Completed Course Request with necessary attachments and approvals in Courseleaf.
2. Syllabus for the course (new courses only).
3. Degree Checksheets showing course additions and changes.

