

Course Approval Process and Remonstrance Procedures

Course Approval Process

Proposals to offer a new course or make changes to an existing course must be made via [CARMI](#) (Course Approval, Remonstrance, Maintenance, and Integration). Faculty and academic officers should plan course proposals and submit the CARMI request well in advance, as requests may take several months to complete the approval process. Proposals to create new courses and to change existing courses require faculty and administrative approval on the campus where the course is offered. CARMI requests are routed through the following general approval process:

- A course proposal is initiated by an individual faculty member or department committee;
- The department chairperson provides the first level of review and approval;
- The course proposal is then routed to the dean of the school and, in some cases, to the school curriculum committee;
- Courses offered in a graduate program over which the Graduate School has supervision require approval from the Graduate School;
- The proposal is then posted for a 30-day period of remonstrance (see below for more details on remonstrance) on a university-wide list for undergraduate, graduate, and professional courses. Notice of the opportunity to remonstrate is sent via email to academic affairs officers, and members of the faculty or all members of the Graduate Faculty, according to the current remonstrance list email distribution group(s) for each campus.
- After the 30-day remonstrance period is complete, the course proposal is routed to the appropriate campus-level academic officer:
 - For Bloomington, this may be the Vice Provost for Undergraduate Education or the Dean of the Graduate School;
 - For Indianapolis this may be the Sr Associate Vice Chancellor for Academic Affairs or the Dean of the Graduate School;
 - And for the regional campuses, this will be the Vice Chancellor for Academic Affairs or the Dean of the Graduate School.
- When the approval process is completed, the course proposal is added to the Course Catalog within IU's Student Information System (SIS) by staff in University Enrollment Services (UES). The course information may also be added to the appropriate Course Bulletin by staff in each School.

Please note that, based on the course and campus in question, there may be additional approval route levels required that are not listed above. Any questions regarding your CARMI routing or Workgroups should be directed to UES Course Catalog (catalog@iu.edu).

Filing a Course Remonstrance

Proposals for new courses and course changes require concurrence by all IU academic programs. Therefore, department and school academic affairs officers are strongly advised to consult with other affected departments, schools, and campuses when developing new courses or making significant changes to existing courses.

Course proposals are placed on the university-wide remonstrance list which is posted and made available for review on the first business day of each month. Department, school, or campus academic affairs officers have thirty (30) days in which to remonstrate if they have questions or concerns about a proposal for a new course or course change posted by another department, school, or campus. When no concerns are raised, the course proposal moves on through the approval process until all approvals are completed.

An official remonstrance may only be filed by an administrator who is responsible for academic affairs within an academic unit (department, school, or campus). Therefore, faculty and staff members who have concerns regarding a proposal for a new course or a course change should contact the appropriate academic affairs

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officer: Department Chairs, School Deans, Deans or Associate Deans of Academic Affairs, and/or Chancellor/Provost or Vice Chancellor/Vice Provost for Academic Affairs.

Appropriate grounds for remonstrance may include:

- equivalence of proposed course with a course shared in the course catalog,
- confusion / overlap / redundancy with existing courses,
- failure to obtain required approvals,
- documented lack of resources or of faculty expertise to offer the proposed course.

The remonstrance should be filed via email to the academic affairs officer in the department or school which proposed the course. Remonstrances on courses in a graduate program over which the Graduate School has supervision should also include the Graduate School.

NOTE: Remonstrances for courses offered on the Bloomington campus and regional campuses should be filed with the Bloomington office. Remonstrances for courses offered on the Indianapolis campus should be filed with the academic affairs officer in the department or school which proposed the course.

Remonstrance emails should state the concerns or objections to the course proposal in as much detail as possible. The academic affairs officer who initiates the remonstrance should also copy UES Course Catalog (catalog@iu.edu) on the email to alert UES that a remonstrance has been filed. A course with any objections filed against it should not move further in the approval process until all parties agree that the objections have been resolved. UES Course Catalog staff will need to flag the CARMIn request to indicate that a remonstrance has been filed, preventing further routing of the request.

Resolving a Filed Course Remonstrance

In order to resolve a remonstrance, the academic affairs officer from the unit which filed the remonstrance confers with the academic affairs officer in the unit which proposed the course to address the issues and concerns raised.

If the dispute cannot be resolved between the academic affairs officer who filed the remonstrance and the academic affairs officer of the unit that proposed the course, the course request may either be withdrawn by the requesting department, or the issue may be elevated to successively higher levels (Associate Deans for Academic Affairs, or Vice Chancellor/Vice Provost for Academic Affairs) for resolution. If remonstrance involves academic units on more than one campus, the remonstrance should be filed by the Vice Chancellor/Vice Provost for Academic Affairs from the objecting campus to the VCAA / VPAA at the initiating campus. If the remonstrance is not resolved by the VCAA / VPAA, it may be forwarded to the Chancellor/Provost of the concerned campuses. If agreement is not possible, the remonstrance may ultimately be resolved by the Provost (Bloomington), Chancellor (Indianapolis), Executive VP for University Academic Affairs (regional campuses), or Dean of the Graduate School.

Once a remonstrance is resolved, UES Course Catalog (catalog@iu.edu) should be copied on the email clearly stating the resolution, including any agreed-upon changes that need to be made to the existing course request. Depending on the changes required to resolve the remonstrance, an additional CARMIn request form may be required. Once UES receives notification that the remonstrance has been resolved, the original course proposal will move forward through the approval process until all approvals are granted. The SIS Course Catalog will then be updated. If a decision is made to withdraw the course request and not move forward with the course update, UES will disapprove the course request in question; it will no longer route for approvals and the update will not be made in the SIS Course Catalog.

Contact

Questions regarding the course approval or remonstrance process should be directed to UES Course Catalog at catalog@iu.edu.