

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING

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**TITLE OF POLICY:** Course Review, Revision, and Approval Process

**ORIGINAL DATE:** June 2008

**LAST REVIEW/  
REVISION DATE:** January 2008

**POLICY:** All courses at the School of Nursing are approved by the Total Faculty Organization (TFO) before being added to the curriculum and annual review.

**PROCEDURE:**

**Course Review:**

1. All newly proposed courses must be created using the established SON course syllabus template. All new courses must be submitted to the curriculum committee of the BSN, MSN/DNP or PhD Council as appropriate, for review of the course description and course objectives, to be reviewed and approved.

**Course Modification:**

1. All proposed course revisions will be reviewed by the respective Council Curriculum Committee, according to the procedure established for review of new courses.
2. All courses will be reviewed by the appropriate curriculum committee on a rotating basis every three years.

**Course Approval:**

1. Once a newly proposed or revised course is reviewed by the curriculum committee to assure compliance with set criteria, appropriate requirements for SON curriculum, and adherence to appropriate certifying body recommendations, the course will be voted on by the BSN Council, MSN/DNP Council, or PhD Council, as appropriate.
2. If approved by the BSN Council, MSN/DNP Council, or PhD Council, the chair of the respective curriculum committee will bring the tentatively approved course to Departments for review and comments.
3. Once reviewed by Departments, the course moves to TFO for final approval.
4. If approved by the TFO, the course can be added to the SON curriculum and be offered to students.

**Course Examples:**

1. Department Administrators will be responsible for archiving examples.

Reviewed by Dean's Council: 08-09

Revised by Dean's Council: