Divinity Course Approval Process

1) The faculty member wishing to offer a new course will present a proposal to all the professors in one’s academic discipline area. The draft proposal should include:
   a. a syllabus compliant with the APAC’s requirements as detailed in the “VDS Syllabi Compliance” document. The proposal syllabus does not, however, have to detail all required readings, etc. for the course.
   b. a separate paragraph requesting any possible designations in one of the cluster requirements in Religion, Gender, and Sexuality; Interreligious Encounter; and/or African American Race, Class, and Religion

2) The professors of the discipline will review the proposal and discuss the merits of the course for the curricula. The area director informs the associated dean for academic affairs of their approval.

3) With the approval of the professors of the discipline, the full proposal will be submitted to the Associate Dean for Academic Affairs, at least a month and half before the upcoming semester’s course schedule appears in YES. The Associate Dean will ensure that the syllabus is in compliance with the standards prescribed by the School’s two accrediting agencies (the Commission on Accrediting of the Association of Theological Schools in the United States and Canada and the Commission on Colleges of the Southern Association of Colleges and Schools) and with the Divinity School’s mission statement and commitments.

4) The review by the associate dean for academic affairs will be presented to the members of the Academic Programs and Assessment Committee who also will discuss the components of the syllabus and the relation of the new course to the advancement of the School’s mission statement and how to designate the course within the curricular foundational requirements and core requirements of our degree programs. The proposing faculty member is welcome to attend this part of the APAC meeting.

5) With discussions involving (a) the faculty of the academic discipline, (b) the associate dean for academic affairs, and (c) members of the academic programs committee, the institution will be meeting the ATS and SACS criterion of “broad faculty involvement” for approving new courses.