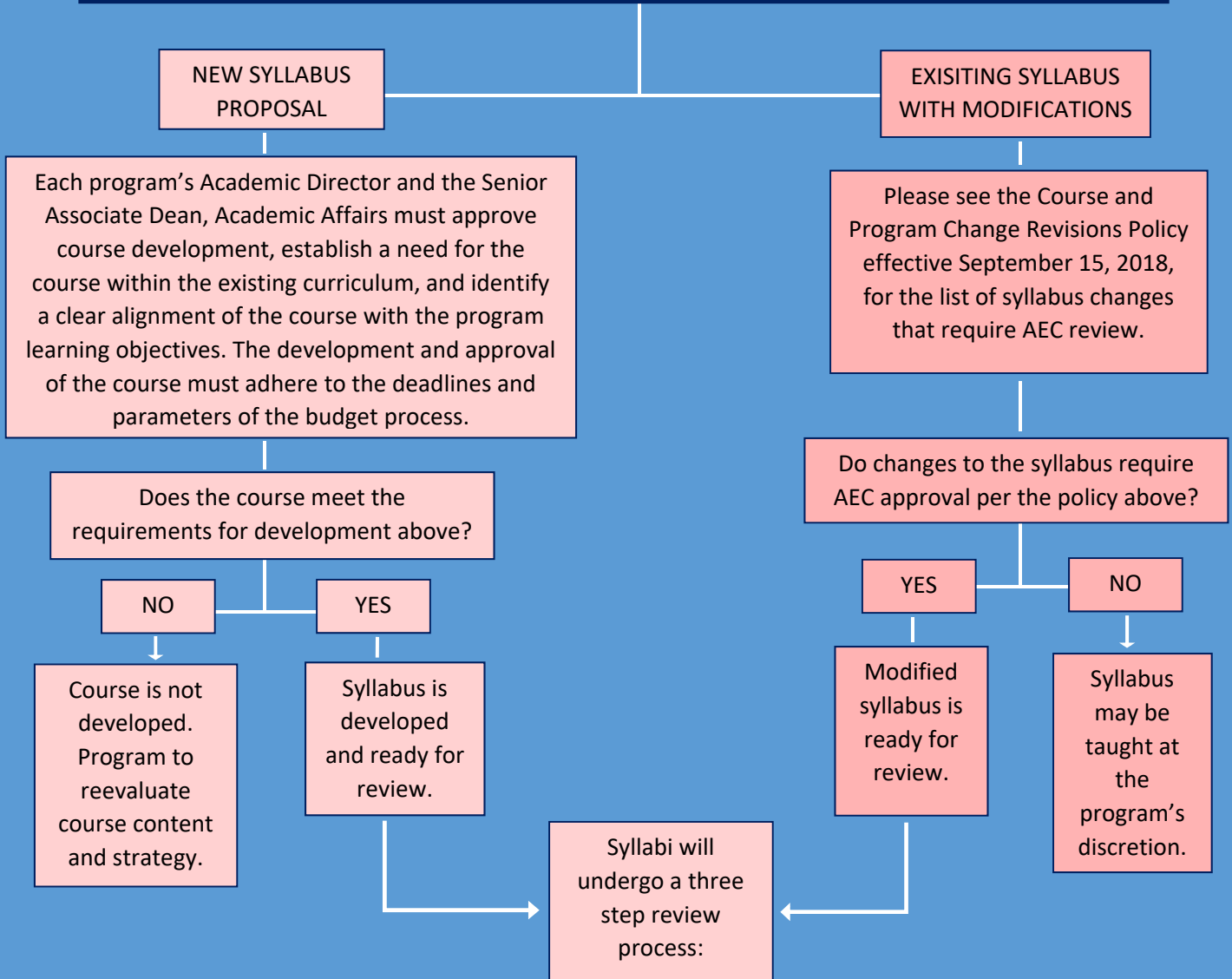


AEC COURSE REVIEW PROCESS

Please see the Course Review Process Policy effective January 2020 for additional details.



STEP 1

At least two program faculty members review the syllabus using the syllabus rubric as a guideline. Faculty share their feedback and recommendations with the program's Academic Director (AD).

STEP 2

AD reviews the proposed syllabus using the syllabus rubric as a guideline. If any criterion is not met, the AD will provide feedback to the instructor and/or Instructional Designer to revise the syllabus. If satisfied with the course, the AD will submit the syllabus to the AEC for final approval via sps-aec@columbia.edu.

STEP 3

The Academic Excellence Committee reviews the syllabus submitted by the AD to ensure that the course is Columbia University master's level quality. The AEC will provide feedback as necessary to the AD and approve the course as the syllabus of record.