

**Georgia State University
College of Arts and Sciences
Process of Approving Global or City Scholar Courses**

1. **Internal department review:** Faculty should work with department curriculum contacts to request Global Scholar or City Scholar Designation. Contacts are listed at <https://casportal.gsu.edu/curr/users.php>. Instructors of existing courses can add the Global Scholars designation to his/her course by submitting [a course update form](#) to his/her department curriculum contact. Type “Global Scholars” next to **Course Designations**.
2. **The department should submit a course change request by October 2, 2020** through https://casportal.gsu.edu/curr/update_forms.php (Click Update Forms)
3. **For new courses**, please follow the process here: <https://senate.gsu.edu/ap-guide/review-process-list/scholars-courses/> (October deadline)
4. **Request approval of the dean of the college**
5. **Submit [Curriculum Review form](#) to Senate Committee on Academic Programs (CAP) by October 31** for implementation by the following fall (if approved).

Online instructions: <https://senate.gsu.edu/ap-guide/review-process-list/scholars-courses/>