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](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](https://casportal.gsu.edu/curr/users.php) 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](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/](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/](https://senate.gsu.edu/ap-guide/review-process-list/scholars-courses/)